# How do I submit test attempts for students?

#### **Directions:**

1. Go to the Full Grade Center – Click Grade Center and the Full Grade Center



2. Go to the Test – click the chevron and then Attempt (date)

1	Move to top	LI	ian			LC	your rosition	Anstending
rade	e Information Bar				1	1	Last Saved:Se	ptember 19, 2017 9:45 AM
	LAST NAME		FIRST NAME	TOTAL POIN	LETTER 🔘	LAST ACCESS	REVIEW SETTIN	MIDTERM (CHA 😒
	Student01		Student01	527.00	A	September 19, 201	30.00	11.00
	Student02		Student02	179.00	F	September 19, 201	1178	
	student03		student03	196.00	F	September 21, 201		
lect	ed Rows: 0							0
⇒	Move To Top	En	nail				View C Exemp	irade Details ot Grade
							B	pt 9/21/17 🅒
	0							



# 3. Click Test Information.

	Viewing 2 of 2 gradable items		
<b>É</b>	student03 student03 (Attempt 1 of 1)	>	
est Info	ormation		
cot into			

# 4. Click Submit Attempt.

Current Grade	- out of 25 pc	pints	
Status	In Progress	Submit Attempt	<u> </u>
Attempt Score	- out of 25 pc	pints	
Started Date	9/21/17 8:42	AM Access Log	LATE
Submitted Date	9/21/17 8:42	AM LATE	
Due Date	12/16/16 10:	56 AM	
Clear Attempt	Clear Attem	pt Click Clear A	<b>ttempt</b> to clear this user's attempt.
Edit Test	Edit Test	Click Edit Test to	make changes.



#### 5. Click OK



6. Click Save and Exit to return to the Full Grade Center



