

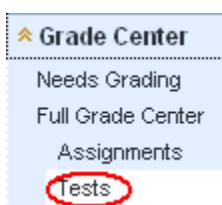
# MxCC Distance Learning Documentation

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## Blackboard - How to Review a Test Status and Submit a Test for Student

This instruction may be used under the following circumstances:

- (1) When a student started a test but experienced technical problems. The student was not sure if the answers were recorded. You will examine the student's submission to determine whether the answers are saved.
  - (2) A student reported that he/she marked a correct answer in a question but did not receive credit. You will examine the submission status to see if the student has marked down a correct answer.
  - (3) A student challenged a question with an incorrect answer marked as a correct answer.
1. You will go to Grade Center to view the student' submission. In "Control Panel", click "Grade Center". Click "Tests" under Grade Center.



2. Go to the cross "cell" of the exam column and the student row. Click the Action icon next to the cell and select "View Grade Details".

A screenshot of the Blackboard Grade Center. The table shows student information: Last Name (redacted), First Name (Student), Last Access (July 27, 2012), Availability (Available), and Exam1 (with a dropdown arrow). A context menu is open over the Exam1 cell for the student row. The menu items are: 'View Grade Details' (highlighted with a red circle), 'Exempt Grade', and 'Attempt 7/27/12' (with a pencil icon). The 'View Grade Details' item is also circled with a red marker. At the bottom right of the menu, there is a link 'Click for more options' and an 'Icon Legend' button.

3. To examine the student submission to see if any answers have been saved, click "View Attempts".

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User **Student G.....R.....wski (st\_yo.....)** < > C

**Current Grade:**  out of 20 points **Exempt**  
Grade based on Last Graded Attempt  
Due: None  
Calculated Grade -  
**View Attempts**

**Attempts** **Manual Override** **Column Details** **Grade History**

4. You will see the questions and answers. For a question, the answer next to "Selected Answer" indicates the answer choice of the student. If there is no answer given to a question, there will be a red mark next to "Selected Answer". After you have reviewed the answers, click "Exit".

User: **Student G.....R.....wski (Attempt 1 of 1)**  View: **Tests** **Exit**

**▼ Test Information**

**Attempt In Progress**

**Question 1**

$1 + 3 = ?$

Selected Answer:  [None Given]

Correct Answer:  d.  
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For case (1), after you have reviewed a submission, you will decide if you would like to clear the student's attempt or submit the test for student.

- a. If all answers are saved, you will submit the test for the student. Click "Test Information" link underneath the student name. Click "Submit Attempt". Click OK to confirm. The student will receive a score for the test in My Grade.

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- b. If a few or no answers are saved, you will clear the attempt. Under “Test Information” link, click “Clear Attempt”. Click OK to confirm. If the test is not due yet, the student is able to take the test again. However, if the test is past due, you will need to change the end time of the test. Refer to “Reopen a Test” for instruction.

For case (2), after review student’s submission and you see that the answer is not saved. You may ask the student to email you the answer of the question and manually grade the test. Refer to “Manually grade a test” for instruction.

For case (3), after examining student’s submission, you would like to revise a question or an answer, refer to “Revising Question/answer in Test” for instruction.