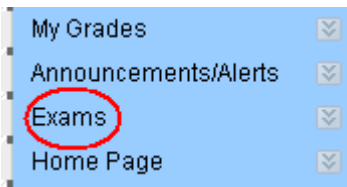


MxCC Distance Learning Documentation

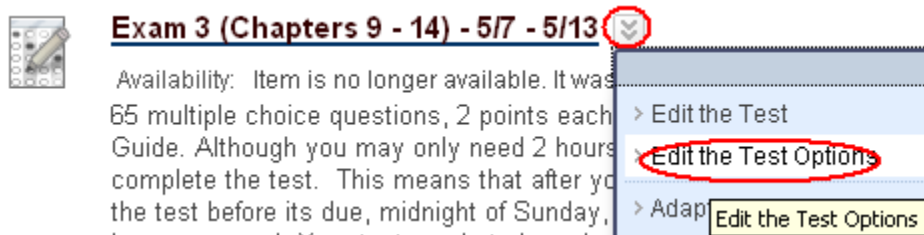
How to Reopen a Test

This instruction can be used when a test is closed after its due date, but you would like to reopen it to a student.

1. Navigate to the page that hosts the test. In this example, click “Exams” link in Course Menu.



2. For the test you would like to open, click the action icon of the test and select “Edit the Test Options”.



3. Scroll all the way until you see “2. Test Availability”. In “Display Until”, change to a new date and new time.



4. Click “Submit” either at the top or the bottom of the page.