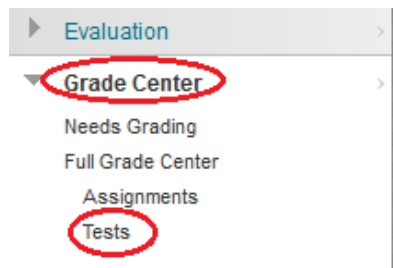



# MxCC Distance Learning Documentation

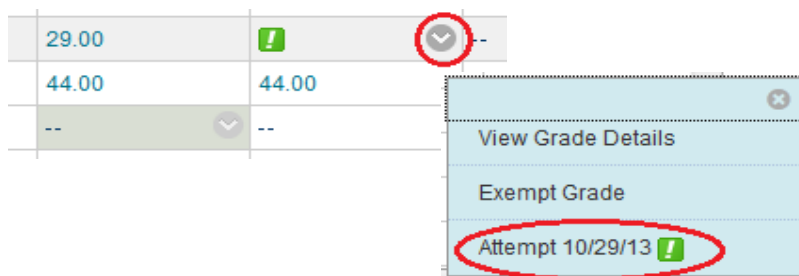
## Blackboard - How to Submit an Attempt for Student in a Test

This instruction may be used when a student started a test but might have experienced technical problems and did not submit the test. Then the instructor will manually submit the test for the student.

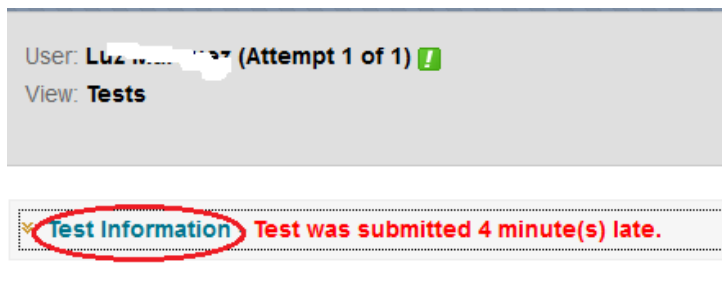
1. You will first go to view the student's attempt in Grade Center. In "Control Panel", click "Grade Center". Click "Tests" under "Grade Center".



2. Go to the crossing cell of the exam column and the student row. The green "Test Pending" icon  means that the student has not submitted the test and the test attempt is pending for the instructor to review. Click the "Action" icon next to the cell and select "Attempt - date", for example, "Attempt 10/29/13".



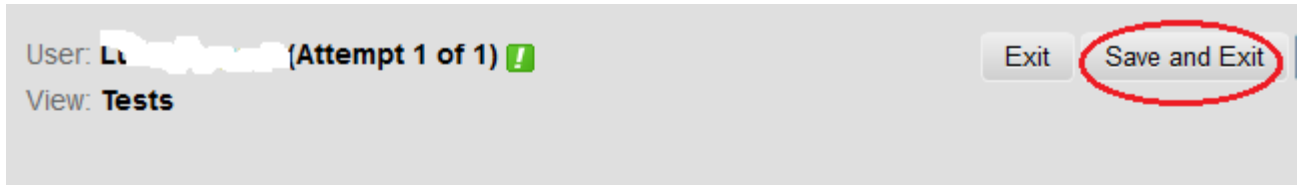
3. When you are in the student's attempt page, examine the student submission to see if any answers have been saved. You will see the questions and answers. Click on "Test Information" at upper left side of the page. You will see more detailed information about the student's attempt.



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4. To submit the test attempt for student, click on "Save and Exit". The student test score should be shown.



⬆ **Test Information - Test was submitted 4 minute(s) late.**

Current Grade	- out of 50 points
Status	Needs Grading
Attempt Score	42 out of 50 points
Time Elapsed	<b>3 hours, 4 minutes out of 3 hours.</b>
Started Date	10/29/13 7:33 AM
Submitted Date	10/29/13 10:37 AM
Clear Attempt	<input type="button" value="Clear Attempt"/> <i>Click <b>Clear Attempt</b> to clear this user's attempt.</i>
Edit Test	<input type="button" value="Edit Test"/> <i>Click <b>Edit Test</b> to make changes.</i>