Force Submit a Test Attempt

In order to force submit a student test attempt, you will need to complete 2 tasks. First you will force submit the student attempt, next you will need to manually enter a grade into the grade center.

Force Submit the Student Attempt

1. **Navigate** to the course Grade Center and **click** on Tests

2. In student’s row, in the test column you will **see the Attempt In Process icon** (blue circle); **click** on the dropdown arrow.

3. **Select** the attempt you wish to force submit.

4. **Click** to expand the Test Information link, then **click** the Submit Attempt button.
5. Confirm submission of the attempt by clicking OK

![Confirmation dialog box]

**Manually Add a Grade into the Grade Center**

1. From the Grade Center, click on Tests
2. That student’s grade will display as zero (0.00); click on the grade field to enter a numeric grade.

![Grade entry interface]

3. Click anywhere on the page, a pop-up box will appear with a message confirming the grade, click OK.

![Confirmation dialog box]

4. After the grade has been entered, an Override Icon (small triangle) will appear.

![Override icon]