Blackboard Learn

**Force Submit a Test Attempt**

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

![Grade Center]

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.

![Test Information]

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

![Submit this attempt on behalf of the student? This action is final and cannot be undone.](image)

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 field with zero value](image)

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

![Pop-up box with message](image)

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

![Override Icon](image)