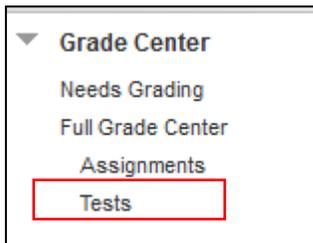


Force Submit a Test Attempt

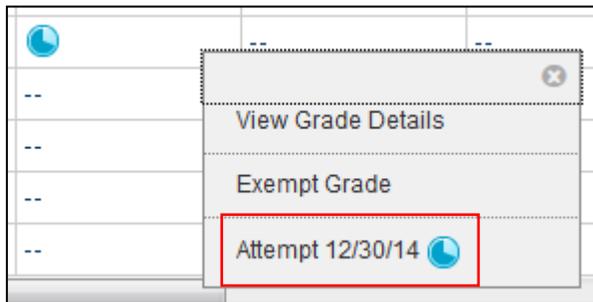
To force submit a student test attempt, you will need to complete 2 tasks. First you will force submit the student attempt, next you will need to manually enter a grade into the grade center.

Force Submit the Student Attempt

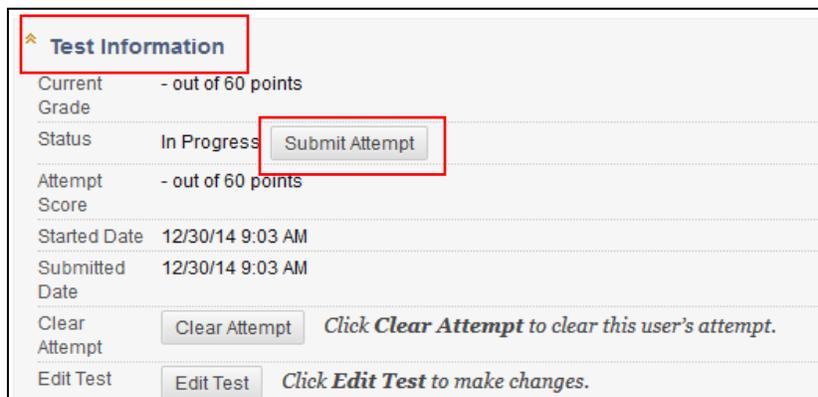
1. **Navigate** to the course Grade Center and **click** on Tests



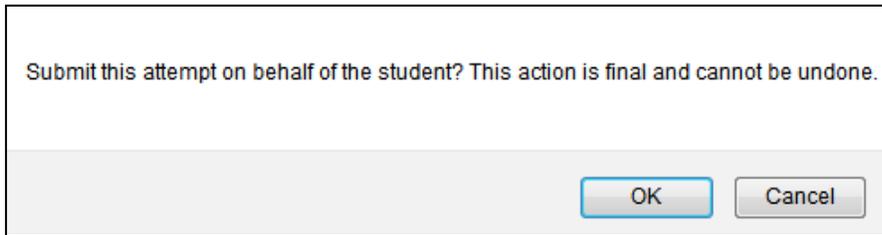
2. In student's row, in the test column you will **see the Attempt In Process icon** (blue circle); **click** on the dropdown arrow.
3. **Select** the attempt you wish to force submit.



4. **Click** to expand the Test Information link, then **click** the Submit Attempt button.

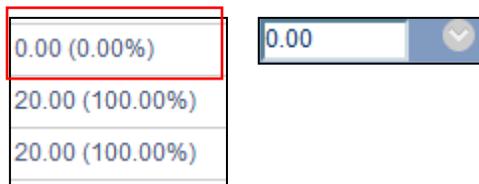


5. Confirm submission of the attempt by **clicking** OK

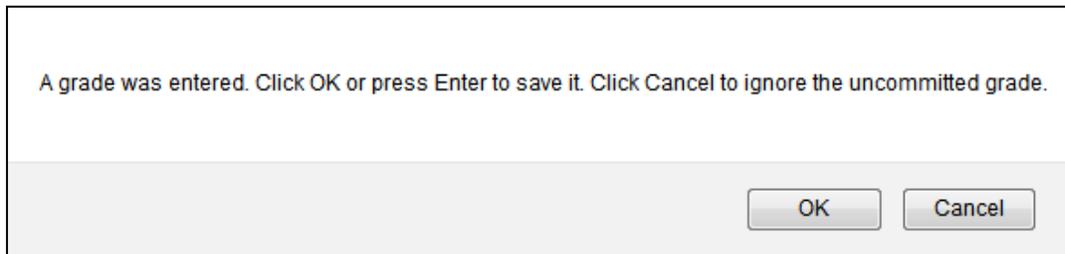


Manually Add a Grade into the Grade Center

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.



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



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

