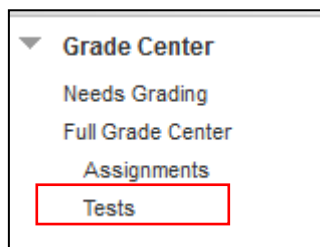


Force Submit a Test Attempt

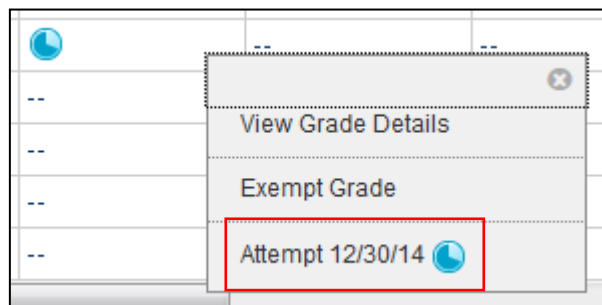
To force submit a student test attempt, you will need to complete 2 tasks. First you will force submit the student attempt, next you will need to manually enter a grade into the grade center.

Force Submit the Student Attempt

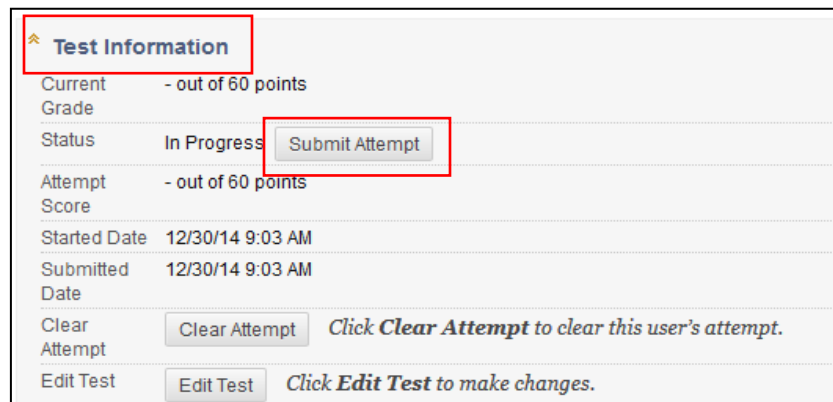
1. **Navigate** to the course Grade Center and **click** on Tests



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

Submit this attempt on behalf of the student? This action is final and cannot be undone.

OK Cancel

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.

0.00 (0.00%)
20.00 (100.00%)
20.00 (100.00%)

0.00

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

A grade was entered. Click OK or press Enter to save it. Click Cancel to ignore the uncommitted grade.

OK Cancel

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

85.00 (85.00%)