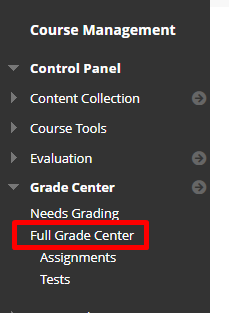
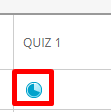


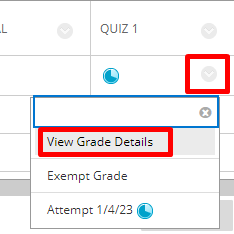
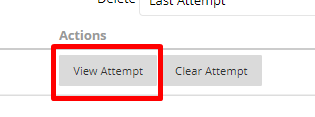
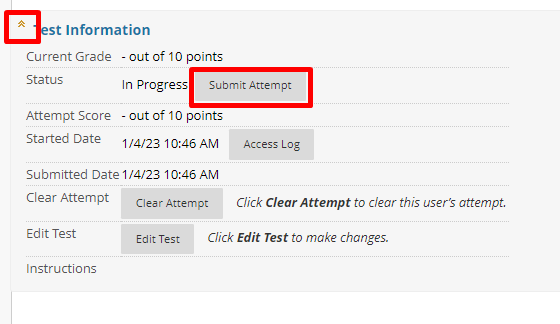
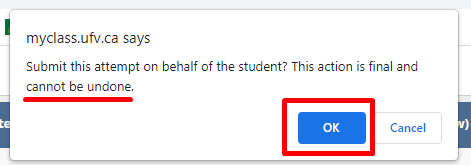
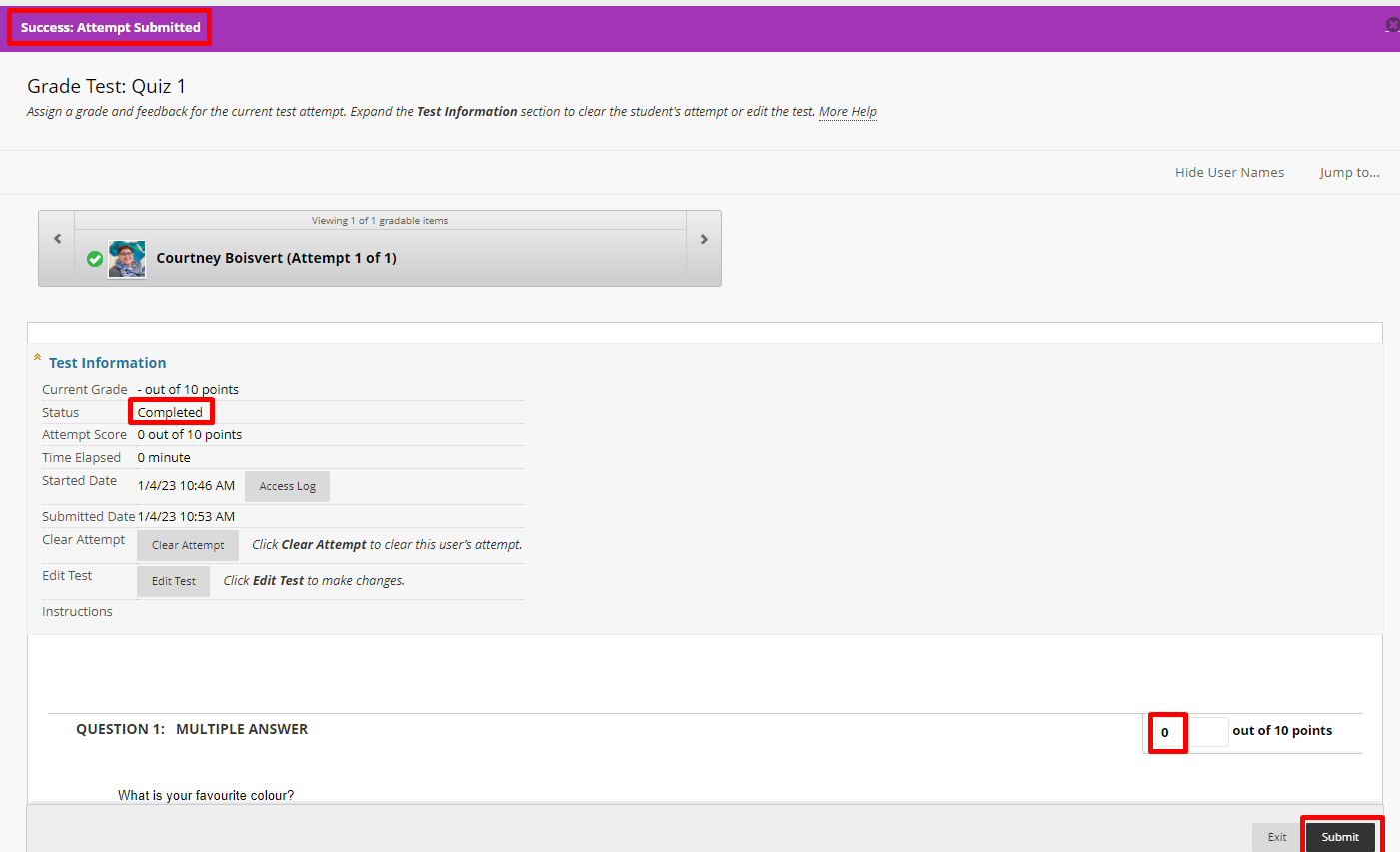
Edit an In-Progress Test

|  |  |  |
| --- | --- | --- |
| **Make sure edit mode is on**  **(Top right of screen)** | | |
| **Edit Mode is ON** | **Click to toggle.** | **Edit Mode is Off** |
| **Edit Mode Toggle is On** | **Edit Mode Toggle is OFF and there is a screen tip that says "CLICK TO TOGGLE EDIT MODE ON"** | **Edit Mode Toggle is Off** |

If a student begins a test but doesn’t submit it you cannot grade it. This process shows you how to submit the test for you to grade it.

1. On the left hand menu click grade center then full grade center.
2. A test is in progress if you see a small pie chart in the place where the grade should be in the grade center.



1. First press refresh at the top of the left hand menu to ensure that the student hasn’t submitted while you were in the grade center.
2. If the test is still in progress press the arrow next to the in progress icon and choose view grade details.
3. Choose view attempt.
4. Expand Test Information and press Submit Attempt
5. Confirm that you want to submit the attempt as this cannot be undone.
6. The test information will now say completed. You can press submit.

Interested in more educational tools? Check out our How-To Guides at: [www.ufv.ca/myclass/faculty-centre/faculty-tutorials](http://www.ufv.ca/myclass/faculty-centre/faculty-tutorials) or email us at [asktlc@ufv.ca](mailto:asktlc@ufv.ca)

