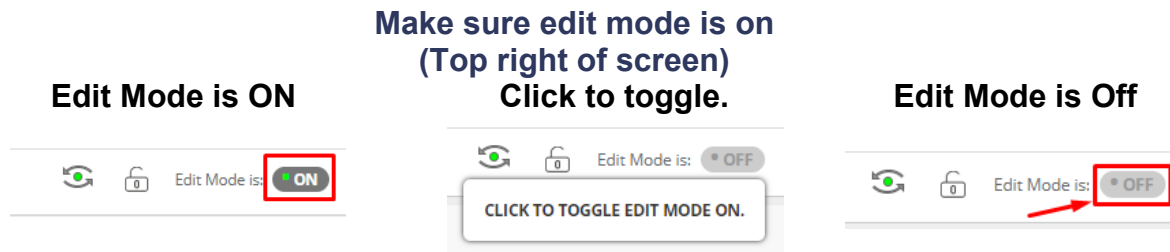


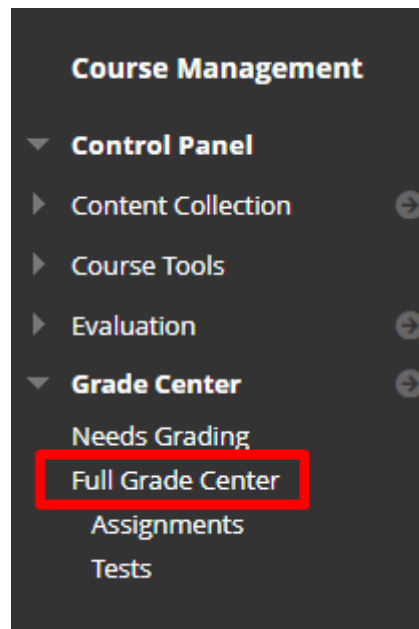
Edit an In-Progress Test

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.

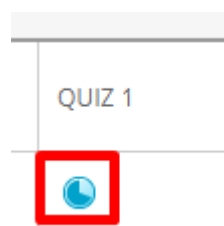
Edit Mode is ON **Make sure edit mode is on (Top right of screen) Click to toggle.** **Edit Mode is Off**



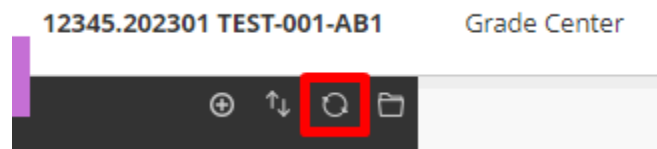
1. On the left hand menu click grade center then full grade center.



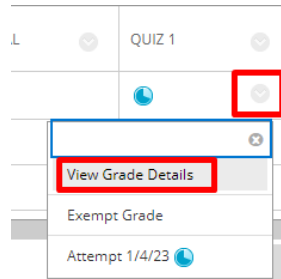
2. A test is in progress if you see a small pie chart in the place where the grade should be in the grade center.



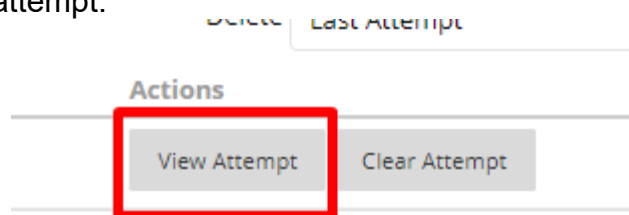
3. First press refresh at the top of the left hand menu to ensure that the student hasn't submitted while you were in the grade center.



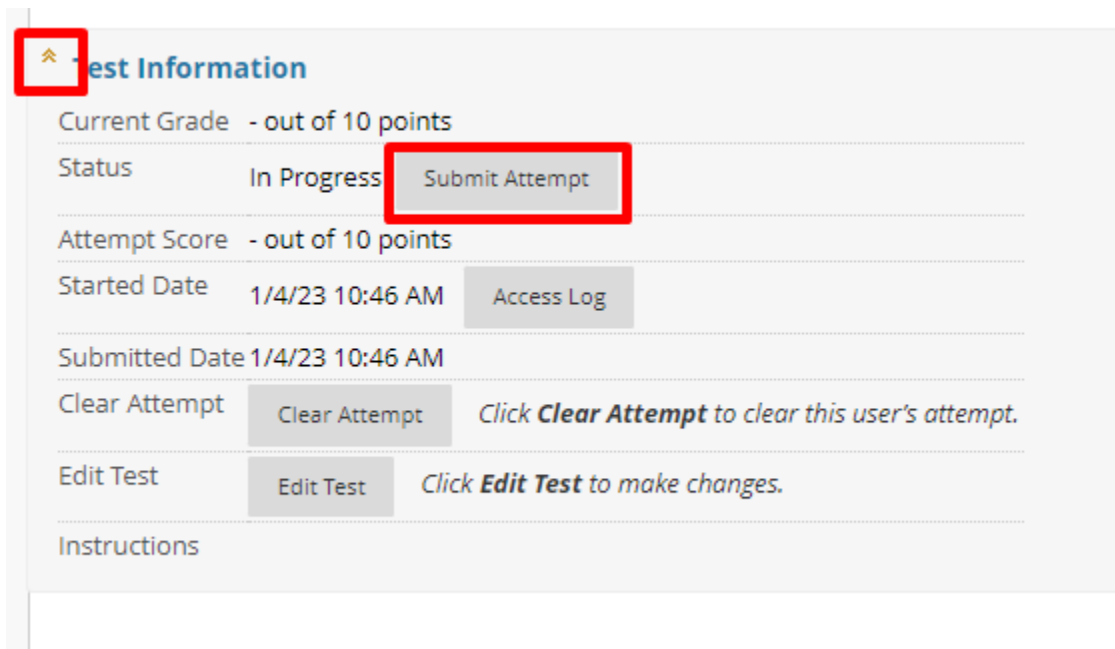
4. If the test is still in progress press the arrow next to the in progress icon and choose view grade details.



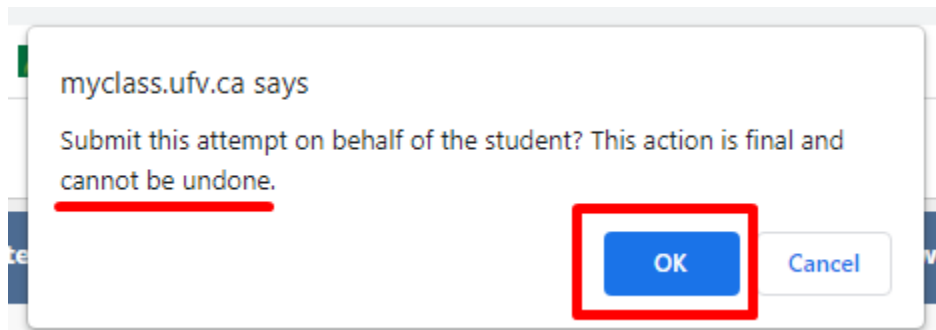
5. Choose view attempt.



6. Expand Test Information and press Submit Attempt



7. Confirm that you want to submit the attempt as this cannot be undone.



8. The test information will now say completed. You can press submit.

Success: Attempt Submitted

Grade Test: Quiz 1
*Assign a grade and feedback for the current test attempt. Expand the **Test Information** section to clear the student's attempt or edit the test. [More Help](#)*

Hide User Names Jump to...

Viewing 1 of 1 gradable items

Courtney Boisvert (Attempt 1 of 1)

Test Information

Current Grade - out of 10 points
Status **Completed**
Attempt Score 0 out of 10 points
Time Elapsed 0 minute
Started Date 1/4/23 10:46 AM [Access Log](#)
Submitted Date 1/4/23 10:53 AM
Clear Attempt [Clear Attempt](#) *Click **Clear Attempt** to clear this user's attempt.*
Edit Test [Edit Test](#) *Click **Edit Test** to make changes.*
Instructions

QUESTION 1: MULTIPLE ANSWER 0 out of 10 points

What is your favourite colour?

[Exit](#) [Submit](#)

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