

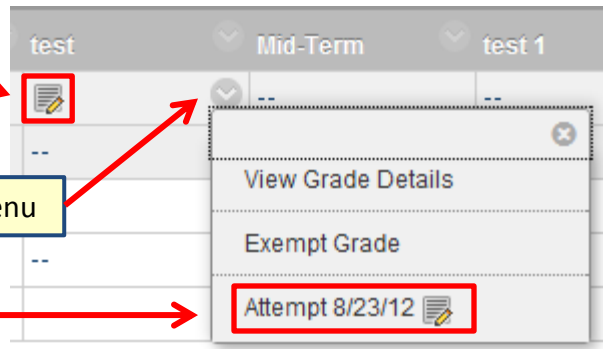
How to Force Submit a Test in Progress

Step 1: Access the student's in progress attempt through the Grade Center

This icon in the Grade Center indicates an attempt in progress

Click on down arrow next to icon to activate options menu

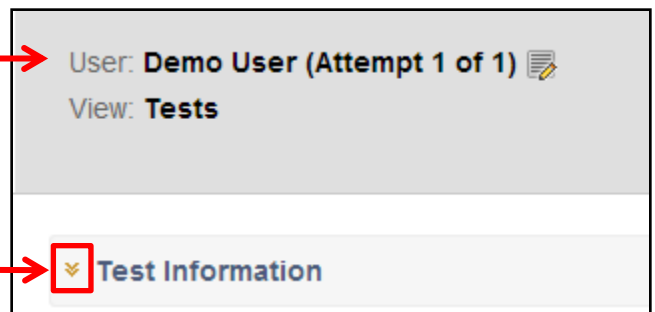
Click on the Attempt date link



Step 2: Expand the Test Information area

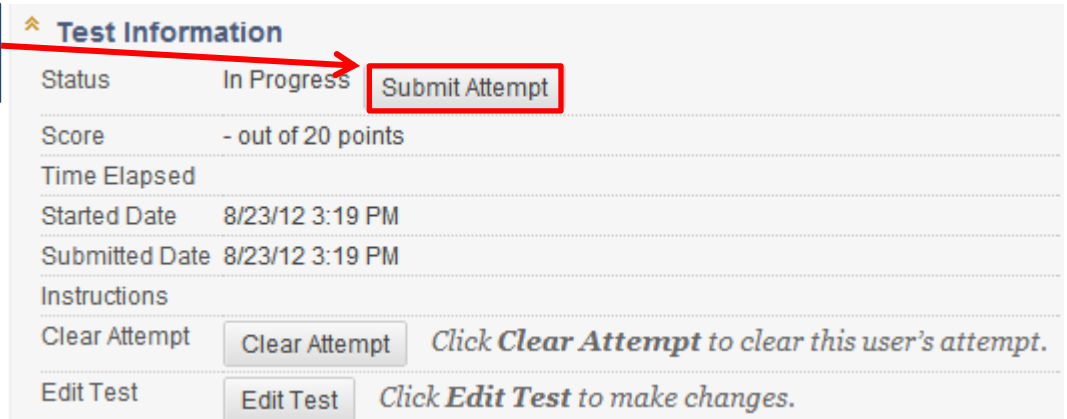
The name of the student will appear at the top of the screen that displays the student's in progress attempt

Click on the gold double down arrow to expand the "Test Information" section



Step 3: Use the "Submit Attempt" option

Click "Submit Attempt" button



Step 4: Click OK to confirm action to be taken

Click "OK" to complete submission of student's attempt

