Step by Step: Submitting A Student Attempt

An instructor may need to submit an attempt for a student that shows as “In Progress” in the Grade Center. This might occur because the student saved answers but never submitted the test. Or, a computer/network glitch saved the answers but did not process the test as “submitted”. If a instructor needs to override or manually grade the item, the attempt should be submitted first and then manually graded and saved.

1. Go to the Control Panel>Grade Center>Full Grade Center. Roll the mouse over the student row in the desired grade column. The action link will appear.

2. Click the action link and click the Attempt from the drop-down menu.

3. The Grade Test page displays.

A message displays at top: “The attempt is currently in progress. To grade this attempt, you must choose Submit Attempt to submit it on behalf of the student.”

Click the Test Information link.
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4. The Test Information Displays. Click the Submit Attempt button.

5. A confirmation window displays. Click the OK button.

6. The Grade Test page re-displays. You can now check the questions and points and manually override them, if needed.

When you’ve finished scoring the test, click the Save and Exit button.

The new grade appears in the student’s row in the Grade Center.