

## How to Submit a test for a student

To submit a test for a student please follow these steps

- ♦ Enter the Blackboard System  $\rightarrow$  Course Management  $\rightarrow$  Grade Center  $\rightarrow$  Tests
- ♦ The list of student names appears as in step (1)  $\rightarrow$  locate the cell that displays the "In Progress" icon

 $\rightarrow$  click on the small arrow  $\bigcirc$  next to the icon  $\rightarrow$  choose Attempt number as in step (2)

			0		_	_	
LAST NAME	FIRST NAME	USERNAME	LAST ACCESS	AVAILABILITY	WEIGHTED OTAL	MIDTERM 1	8
Al-Saraireh_Preview	Amjad	07778066_preview	November 14, 2019	Available			View Grade Details
BbTest	BbTest	bbtest	October 15, 2019	Available			Attempt 4/12/20
الحبشى	بلاي	07778057	April 12, 2020	Available			



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- Expand (Test Information )as in step (3)
- ♦ All the student's information regarding the test will appear  $\rightarrow$  click on "Submit Attempt" as in step

(4)	4
3	* Test Information
Viewing 1 of 1 gradable items	Current Grade - out of 24 points
	Status In Progress Submit Attempt
(Attempt 1 of 1) ولاء الحبشي	Attempt Score - out of 24 points
	Started Date 4/12/20 6:31 PM Access Log
	Submitted Date 4/12/20 6:31 PM
× Tost Information	Clear Attempt Clear Attempt Click Clear Attempt to clear this user's attempt
* Test information	Edit Test Edit Test Click <b>Edit Test</b> to make changes.



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- Select (OK) to confirm the submission of the attempt as in step (5)
- The status will be changed to (complete) as in step (6) and the grade will appear in (the grade center)



		6								
(Attempt 1 of 1) ولاء الحبشى										
* Test Information										
Current Grade	- out of 24 poin	ts								
Status	Completed									
Attempt Score	20 out of 24 po	ints								
Time Elapsed	0 minute out of	f1 hour								
Started Date	4/12/20 6:31 PM	M Access Log								
Submitted Date	4/12/20 6:34 PM	N								
Clear Attempt	Clear Attempt	Click <b>Clear Attempt</b> to clear this user's attempt								
Edit Test	Edit Test	k <b>Edit Test</b> to make changes.								