



How to Submit a test for a student

To submit a test for a student please follow these steps 

- ❖ Enter the Blackboard System → Course Management → Grade Center → Tests
- ❖ The list of student names appears as in step (1) → locate the cell that displays the "In Progress" icon → click on the small arrow  next to the icon → choose Attempt number as in step (2)

☐	LAST NAME 	FIRST NAME 	USERNAME 	LAST ACCESS 	AVAILABILITY 	WEIGHTED TOTAL 	MIDTERM 1
☐	Al-Saraireh_Preview	Amjad	07778066_preview	November 14, 2019	Available	--	--
☐	BbTest	BbTest	bbtest	October 15, 2019	Available	--	--
☐	الحبشي	ولاء	07778057	April 12, 2020	Available	--	



View Grade Details

Exempt Grade

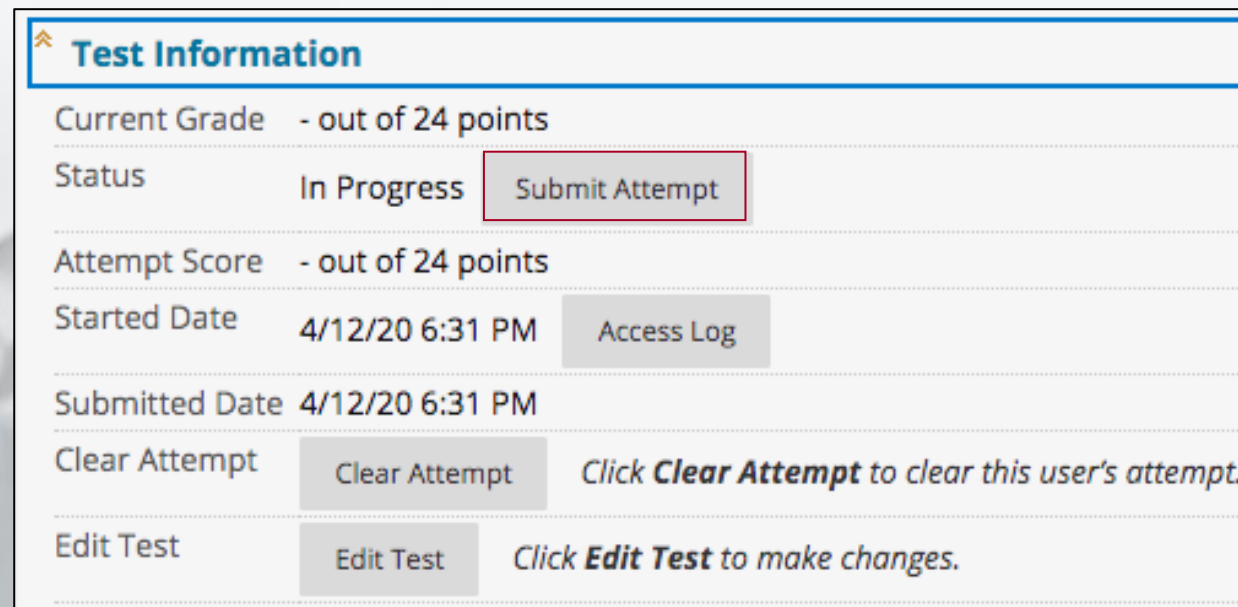
Attempt 4/12/20 



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- ❖ Expand (Test Information)as in step (3)
- ❖ All the student's information regarding the test will appear → click on “Submit Attempt” as in step (4)





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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)

