

## **View Student Test Attempts and Test Information**

#### **Overview**

This tutorial will show you how to **View Test Attempts and Test Information**. Viewing Test Attempts and Test Information is used to track when students access a Test and how long they spend completing it.

#### Step 1

To access Test Information, you must first open the Grade Center. The Grade Center [1] can be found in the *Course Management* navigation pane beneath the *Control Panel* section. You may choose to display only "Assignments," only "Tests," or the "Full Grade Center" page, which includes all graded assignments for each student in the course. For this tutorial, click on the "Full Grade Center" option [2].



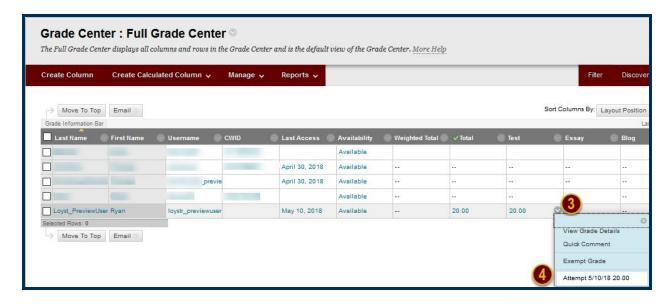
## Step 2

With the Full Grade Center page open, hover over an individual student's score and click on the grey, drop-down arrow that follows the score you wish to view. This will open the Item Options menu [3]. Now, select the "Attempt" (listed with the date and score) that you wish to view [4]. If the student has taken the Test multiple times, you will see each completed Attempt listed separately in this menu.

Date Modified: April 9, 2021 | Version: 3

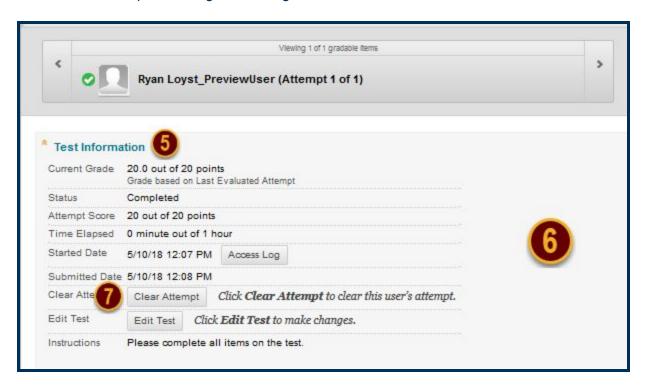
# Office of Online Learning

www.winthrop.edu/onlinelearning



### Step 3

When the Test Attempt page opens, the Test Information section [5] will appear below the student's name. It is collapsed by default, but clicking on *Test Information* will open a detailed report. The expanded Test Information section [6] can tell you when a student took the Test and how much time elapsed during the Testing session.





#### Note

If you've enabled "Force Completion" for Tests, students will only be able to access the Test once. It is possible for students to lose internet connection during the Test and be unable to finish their attempt. By examining Test Information, you can see how long a student spent taking the Test before losing access.

The only way to allow a student continued access to the Test in this situation is to clear the Attempt and have the student start the Test again. **This will cause the student to lose all progress**. Should this be necessary, click the *Clear Attempt* Button [7] pictured in <u>Step 3</u>.

Date Modified: April 9, 2021 | Version: 3