

Reset or Grant Additional Time

It may be necessary at times to either reset a test or quiz for a student or grant the student additional time for the test or quiz. If a student loses his/her internet connection while taking a test or quiz, the system thinks the student has already taken the exam. If the test or quiz is set for multiple attempts, the student will be able to get back into the test or quiz. If it is not, then the student will not be able to access the test or quiz until one of the options is granted.

Reset an Exam

This option will clear all saved information from the individual exam database. The user will be able to begin the exam again, as if it had never been taken.

- ❖ On the **Tools Menu**, click **Gradebook**.
- ❖ Select a **Gradebook View** from the list.
- ❖ Click **Go**.
- ❖ All items within the selected **Gradebook View** will display.
- ❖ Click an individual score for a given exam.
- ❖ Click **Clear Answers** to reset the exam.
- ❖ Click **Save & Close**.

Grant Additional Time

This option allows the student to access the exam again for the amount of time specified. Information that was saved previously is still there. The student will be able to start the exam where he/she left off.

- ❖ On the **Tools Menu**, click **Gradebook**.
- ❖ Select a **Gradebook View** from the list.
- ❖ Click **Go**.
- ❖ All items within the selected **Gradebook View** will display.
- ❖ Click the specific test or quiz for which the additional time will be granted.
- ❖ In the **Grant additional minutes** field, enter the number of additional minutes that are being granted.
- ❖ Click **Grant**.
- ❖ Click **Save & Close**.