

Reset the Exam or Grant Additional Time

Occasionally an instructor may need to reset an exam for a student or grant a student additional time to take the exam. If a student loses Internet connection while taking an exam, the system will think the student has already completed the exam. If the exam has been set so the student can only take it once, the student will not be able to retake it once the program thinks he has completed it.

- **Reset the Exam** – This option will clear all saved information from the individual exam database. The user will then be able to begin the exam again.
- **Grant Additional Time** – This option will allow a student to access the exam again for the amount of time specified. Previously saved exam information will still be there. The student will be able to start the exam again.

Reset an Exam

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Select a **Gradebook View** from the list.
- ❖ Click **Go**.
- ❖ All the items in the selected **Gradebook View** will display.
- ❖ Click the score for the student whose exam is to be reset.
- ❖ Click **Clear Answers**.
- ❖ Click **Save & Close**.

Grant Additional Time

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Select a **Gradebook View** from the list.
- ❖ Click **Go**.
- ❖ All the items in the selected **Gradebook View** will display.
- ❖ Click the exam for which additional time is to be granted.
- ❖ In the **Grant additional minutes** field, enter the amount of time the student will be allowed to complete the exam.
- ❖ Click **Grant**.
- ❖ Click **Save & Close**.