









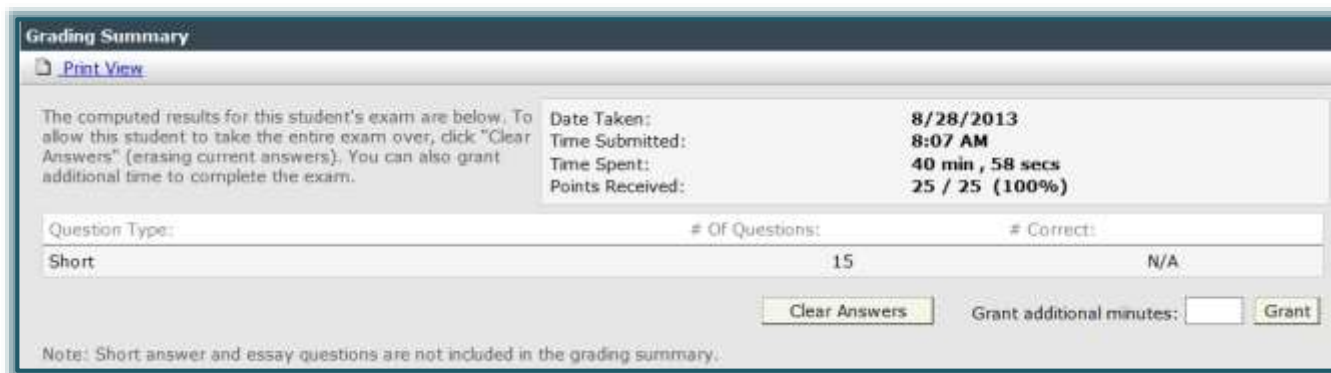
## Exam-Reset or Grant Additional Time

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.
-  Scroll down the page to the **Grading Summary** section (see illustration below).
-  Click **Clear Answers** to reset the exam.
-  Click **Save**.












The screenshot shows a window titled "Grading Summary" with a "Print View" link. The main text reads: "The computed results for this student's exam are below. To allow this student to take the entire exam over, click 'Clear Answers' (erasing current answers). You can also grant additional time to complete the exam." To the right, exam statistics are listed: Date Taken: 8/28/2013, Time Submitted: 8:07 AM, Time Spent: 40 min, 58 secs, and Points Received: 25 / 25 (100%). Below this is a table with columns for Question Type, # Of Questions, and # Correct. The table shows one row for "Short" questions with 15 total questions and 0 correct (N/A). At the bottom, there are buttons for "Clear Answers" and "Grant", along with a text input field for "Grant additional minutes:".

Question Type:	# Of Questions:	# Correct:
Short	15	N/A

### Grant Additional Time

This option allows the student to access the exam again for the amount of time specified. The time for the exam is set in the Toolbox section for the Exam Content Item. Information that was saved previously is still there. Students will be able to start the exam where they 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.
-  Scroll down the page to the **Grading Summary** section (see illustration above).
-  In the **Grant additional minutes** field, enter the number of additional minutes that are being granted.
-  Click **Grant**.
-  Click **Save**.