

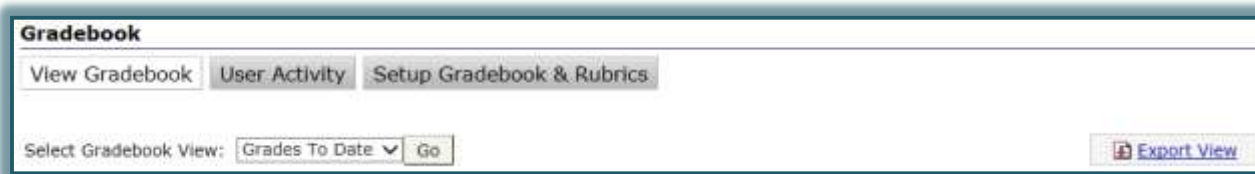
## Gradebook-Reset Exam or Grant Additional Time

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.

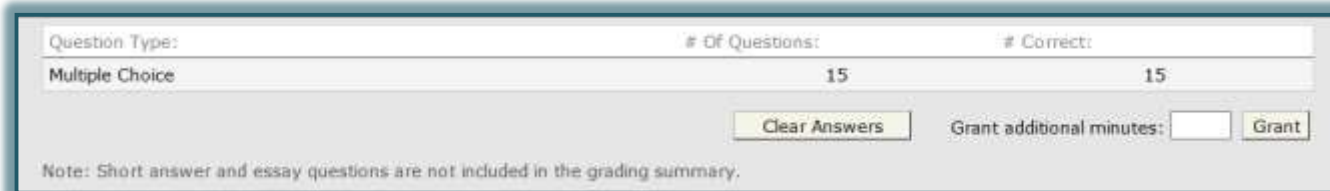
### Reset an Exam

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**.
- In the **Gradebook** window (see illustration below), click the **Select Gradebook View** list arrow.



- 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.
- Click **Clear Answers** to reset the exam (see illustration below).

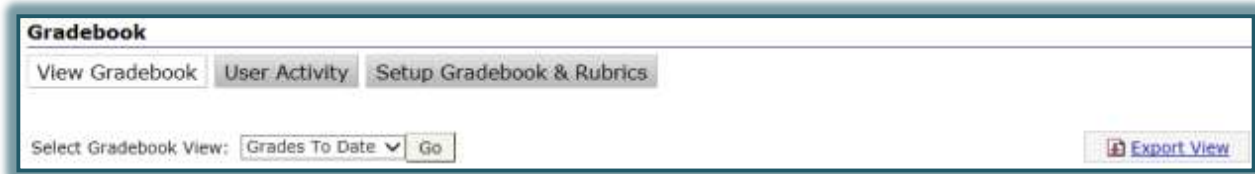


- Click the **Save** button.
- Click the **Close** (red x) in the upper-right corner of the window.

### Grant Additional Time

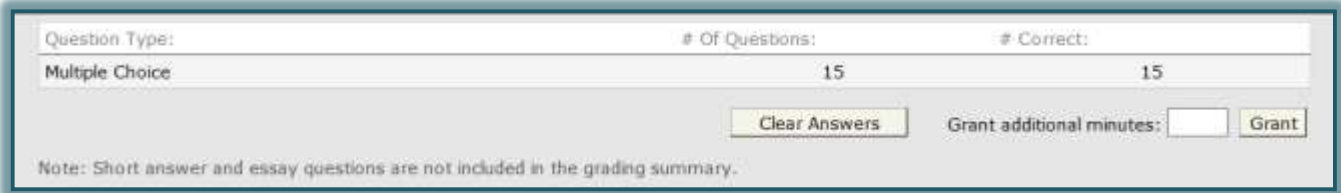
This option allows the student to access the exam again for the amount of time specified. The time for the exam is set in the Toolbox section for the Exam Content Item. Information that was saved previously is still there. The student will be able to start the exam where he/she left off.

- On the **Tools Menu**, click **Gradebook**.
- In the **Gradebook** window (see illustration below), click the **Select Gradebook View** list arrow.



- 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 below).



The screenshot shows a table with three columns: 'Question Type', '# Of Questions', and '# Correct'. The first row contains the text 'Multiple Choice', '15', and '15'. Below the table, there is a 'Clear Answers' button, a 'Grant additional minutes:' label followed by an empty input field, and a 'Grant' button. A note at the bottom states: 'Note: Short answer and essay questions are not included in the grading summary.'

Question Type:	# Of Questions:	# Correct:
Multiple Choice	15	15

Clear Answers   Grant additional minutes:    Grant

Note: Short answer and essay questions are not included in the grading summary.

- 🖥️ In the **Grant additional minutes** field, enter the number of additional minutes that are being granted.
- 🖥️ Click **Grant**.
- 🖥️ Click the **Save** button.
- 🖥️ Click the **Close** (red x) in the upper-right corner of the window.