Reopening Assignments to Users (Test and Study modes)

All Users in a Class

- 1. Click Assignments
- 2. Select Manage Assignments
- 3. Find the Assignment you want to adjust; by name or exam/class search filters

Exam master.	Mana Mana	age Assignmer	nts			Claudia Faculty	Me Me
Academic Manager							
Go to User Mode Tutorials	Search						
Dashboard	Exam:						
Exams -	Please Select.		*				
Classes -	Class:						
Assignments -	Please Select.		*				
Create an Assignment	Assignment:						
Manage Assignments	Name						
Assignment Reports	Archive Status # Active © Arc	hived					
Content -	Availability:						
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		5					
	Assignment	\$					
	Options	Name	Exam	Class	Test Window		Test Minutes
	Actions 0 =	Demo Assignments	Demo Anatomy Exam	Demo Class	2019-11-21 00:00 - 2020-01-31 00:00		120

- 4. Click Actions button to the left of the assignment name
- 5. Select Re-open Scored Tests and/or Re-open Scored Studies*



*If the assignment window has already expired, you will need to Edit the Assignment (also under Actions

button) to adjust the test/study window and minutes

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Individual Student(s)

- Follow steps 1 3 listed above. Then use the Actions dropdown menu (Edit Assignment) or click on the Assignment name to be directed to the Manage Assignments page.
- 2. Scroll down to User Assignments
- 3. Select the **Actions** button to the right of the individual student for whom you want to re-open the test/study

Student, Anna	Actions 💽 🔻	3m 19s	1h 57m	2019-11-25 14:26	2019-11-25 14:29	26.0%
	Test Print View					
Student, Anthony	Force Close Test	Os	1h 58m	2019-11-25 15:46	2019-11-25 15:48	54.0%
	Force Close Study					
Student, Benjamin	Re-Open Test	32s	1h 38m	2019-11-25 12:55	2019-11-25 13:32	26.0%
	Re-Open Study					

4. Select Re-open Tests/Re-open Studies – if test/study window is still open

- a. If test/study window has expired:
 - i. Click on the Student's name
 - ii. Adjust the test/study window and minutes
 - iii. Check the **Custom?** Box to ensure changes will remain even if whole class edits are made (this feature can also be used for students with special accommodations)
 - iv. Click Update Assignment
 - v. Select Re-Open Test/Study from Actions menu next to student's name

Actions 😋	m assigned by <i>Claudia Fa</i>	culty to A	my Student
Test Window Start:	2019-11-21 00:00	End:	2020-01-31 00:00
Test Minutes 116			
Other Options	Examinee cannot re-enti when examinee complete	er after lea s this assi	gnment ()
 Receive email 	when examinee comprete	5 1015 5141	w (j)

5. Repeat steps 3 and 4 for any additional students