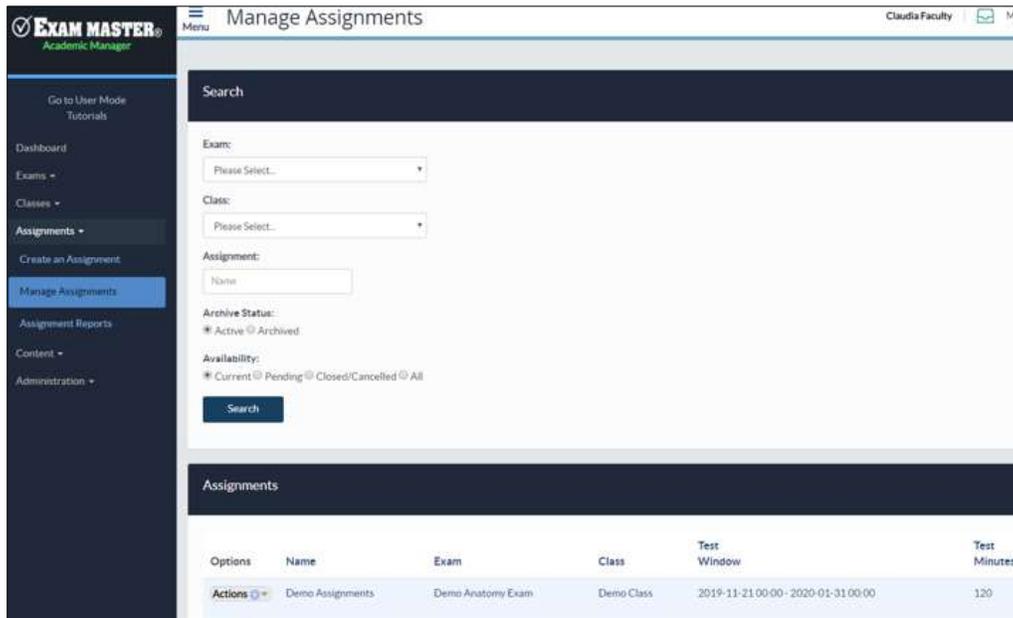


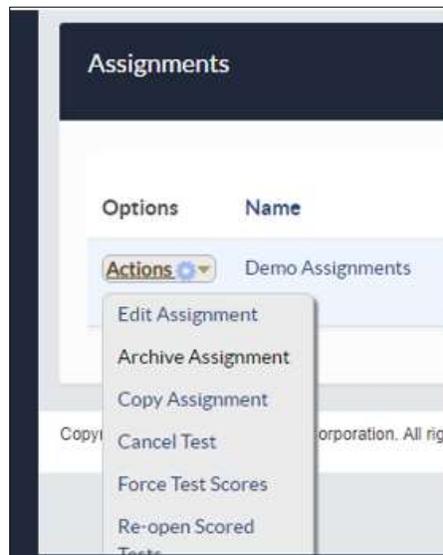
# Reopening Assignments to Users (Test and Study modes)

## All Users in a Class

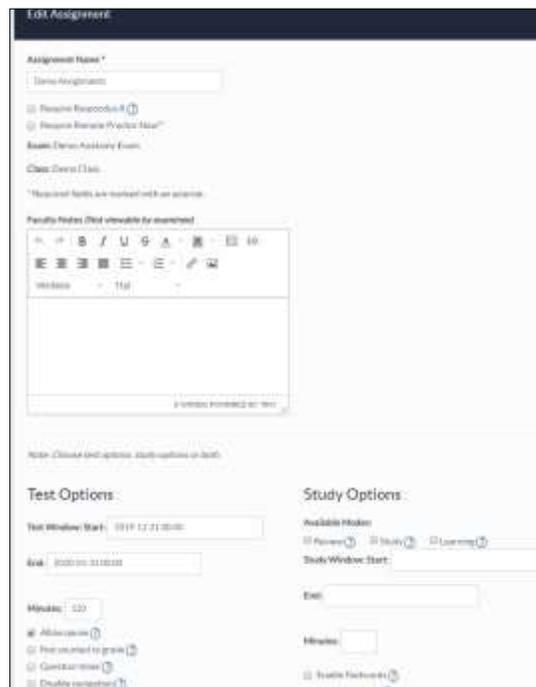
1. Click **Assignments**
2. Select **Manage Assignments**
3. Find the Assignment you want to adjust; by name or exam/class search filters



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



### Individual Student(s)

1. 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	<b>Actions</b> ⌵	3m 19s	1h 57m	2019-11-25 14:26	2019-11-25 14:29	26.0%
Student, Anthony	Force Close Test	0s	1h 58m	2019-11-25 15:46	2019-11-25 15:48	54.0%
Student, Benjamin	Re-Open Test	32s	1h 38m	2019-11-25 12:55	2019-11-25 13:32	26.0%

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

The screenshot shows a web interface for managing an assignment. At the top, there are two tabs: 'Demo Assignments' and 'Examinee's Question Order'. Below the tabs, it says 'Demo Anatomy Exam assigned by Claudia Faculty to Amy Student'. There is an 'Actions' button with a dropdown arrow. Below that, there are two input fields for 'Test Window Start' (2019-11-21 00:00) and 'End' (2020-01-31 00:00). Below these is a 'Test Minutes' input field with the value '116'. There is a section for 'Other Options' with a dropdown arrow and a help icon. It contains three checkboxes: 'Examinee cannot re-enter after leaving' (checked), 'Receive email when examinee completes this assignment' (checked), and 'Receive email when examinee completes this study' (checked). Below this is a 'Custom?' checkbox (unchecked). At the bottom, there is a blue 'Update Assignment' button.

5. Repeat steps 3 and 4 for any additional students