

## View Student Test Attempts and Test Information

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### Overview

This tutorial will show you how to **View Test Attempts and Test Information**. Viewing Test Attempts and Test Information is used to track when students access a Test and how long they spend completing it.

### Step 1

To access Test Information, you must first open the Grade Center. The Grade Center [1] can be found in the *Course Management* navigation pane beneath the *Control Panel* section. You may choose to display only “Assignments,” only “Tests,” or the “Full Grade Center” page, which includes all graded assignments for each student in the course. For this tutorial, click on the “Full Grade Center” option [2].



### Step 2

With the Full Grade Center page open, hover over an individual student's score and click on the grey, drop-down arrow that follows the score you wish to view. This will open the Item Options menu [3]. Now, select the “Attempt” (listed with the date and score) that you wish to view [4]. If the student has taken the Test multiple times, you will see each completed Attempt listed separately in this menu.

**Grade Center : Full Grade Center** ▼

*The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)*

Create Column   Create Calculated Column ▼   Manage ▼   Reports ▼   Filter   Discover

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Sort Columns By: Layout Position

Grade Information Bar

<input type="checkbox"/>	Last Name	First Name	Username	CWID	Last Access	Availability	Weighted Total	✓ Total	Test	Essay	Blog
<input type="checkbox"/>						Available					
<input type="checkbox"/>					April 30, 2018	Available	--	--	--	--	--
<input type="checkbox"/>			_previe		April 30, 2018	Available	--	--	--	--	--
<input type="checkbox"/>						Available	--	--	--	--	--
<input type="checkbox"/>	Loyst_PreviewUser	Ryan	loyst_previewuser		May 10, 2018	Available	--	20.00	20.00		

Selected Rows: 0

Move To Top   Email

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- View Grade Details
- Quick Comment
- Exempt Grade
- Attempt 5/10/18 20.00

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### Step 3

When the Test Attempt page opens, the Test Information section [5] will appear below the student's name. It is collapsed by default, but clicking on *Test Information* will open a detailed report. The expanded Test Information section [6] can tell you when a student took the Test and how much time elapsed during the Testing session.

Viewing 1 of 1 gradable items

 **Ryan Loyst\_PreviewUser (Attempt 1 of 1)**

★ **Test Information** 5

Current Grade 20.0 out of 20 points  
Grade based on Last Evaluated Attempt

Status Completed

Attempt Score 20 out of 20 points

Time Elapsed 0 minute out of 1 hour

Started Date 5/10/18 12:07 PM [Access Log](#)

Submitted Date 5/10/18 12:08 PM

Clear Attempt 7 [Clear Attempt](#) *Click **Clear Attempt** to clear this user's attempt.*

Edit Test [Edit Test](#) *Click **Edit Test** to make changes.*

Instructions Please complete all items on the test.

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**Note**

If you've enabled "Force Completion" for Tests, students will only be able to access the Test once. It is possible for students to lose internet connection during the Test and be unable to finish their attempt. By examining Test Information, you can see how long a student spent taking the Test before losing access.

The only way to allow a student continued access to the Test in this situation is to clear the Attempt and have the student start the Test again. **This will cause the student to lose all progress.** Should this be necessary, click the *Clear Attempt* Button [7] pictured in [Step 3](#).