

Undo Student Test Submission

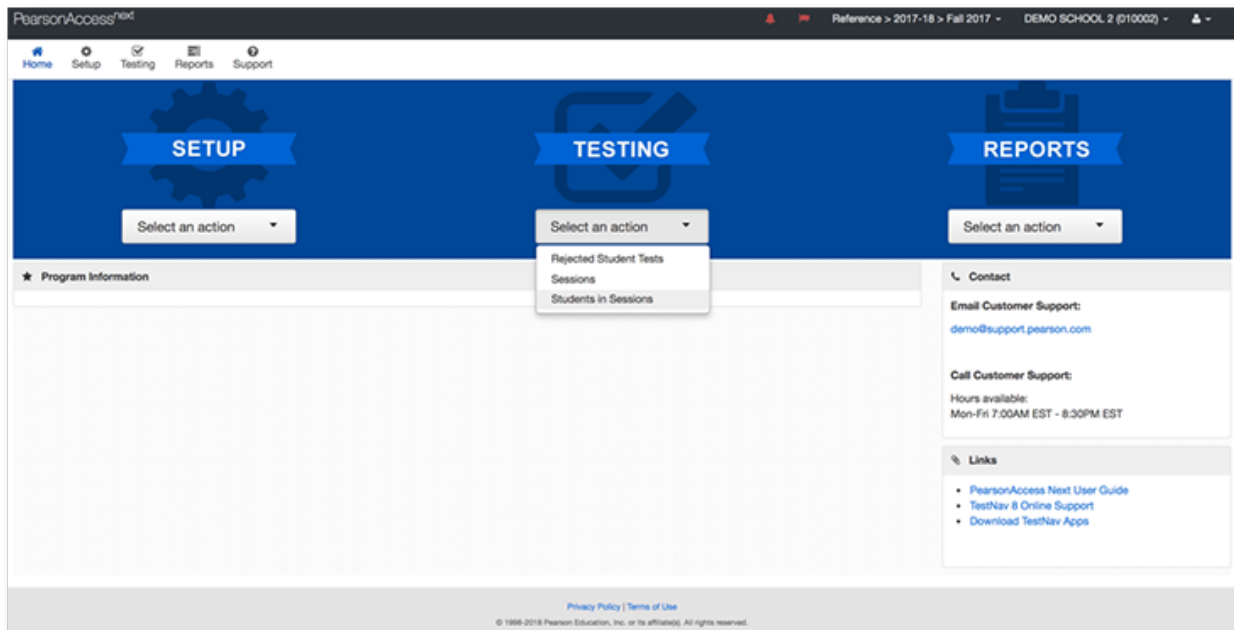
You can undo a student test submission to allow a student to return to a test.

Prerequisites

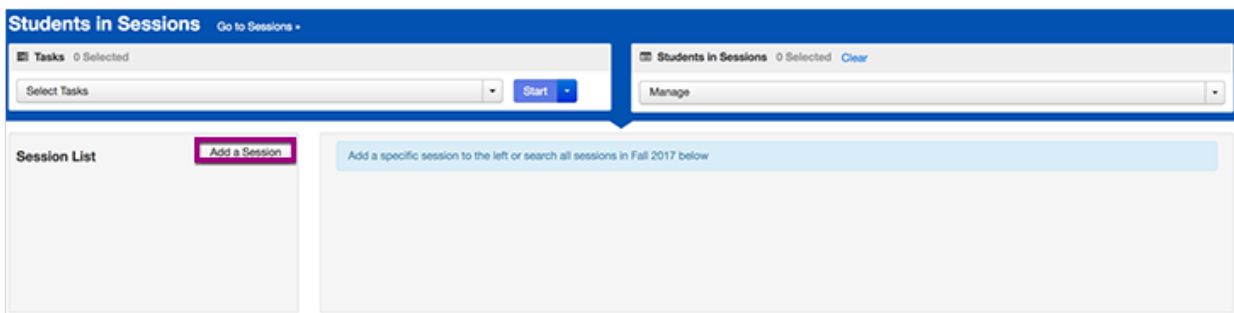
To undo a student test submission, students must have **Complete** or **Marked Complete** test statuses

Step-by-Step

1. From **Testing**, select **Students in Sessions**.



2. Click **Add a Session**.



3. Type a session name into the search field, and click the checkbox next to the session.

The screenshot shows the 'Students in Sessions' interface. At the top, there's a header with 'Students in Sessions' and a 'Go to Sessions' link. Below this, there are two tabs: 'Tasks' (0 Selected) and 'Students in Sessions' (1 Selected). The 'Students in Sessions' tab is active, showing a 'Manage' button. On the left, there's a 'Session List' section with an 'Add a Session' button. A dropdown menu is open, showing 'Session 3' and '2 items of 2'. The first item is 'AZ SESSION 3' with a checkbox. The second item is 'SESSION 3' with a checked checkbox. Below the dropdown, it says 'No more sessions to load'. There's an 'Add Selected' button at the bottom of the dropdown. On the right, there's a search field with the text 'Search all sessions in Fall 2017 below'. Below the search field, there's a table with columns: 'Student Code', 'First Name', 'Middle Name', 'Username', 'Session', 'Form Group Type', and 'Form'. The table is currently empty. At the bottom right, there's a 'Displaying 25' and a 'Manage Columns' link.

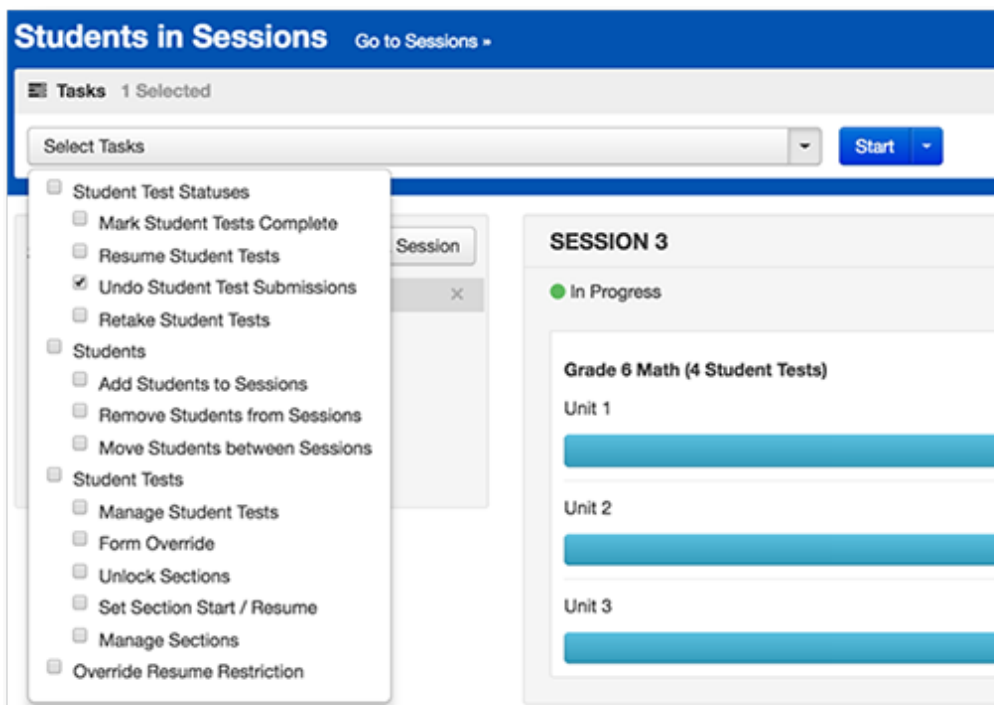
4. Click **Add Selected**.

This screenshot is identical to the previous one, but the 'Add Selected' button at the bottom of the session dropdown menu is highlighted with a red box.

5. Type a student name into the search field, and click the checkbox next to the student test.

The screenshot shows the 'Students in Sessions' interface with the search results for 'Carson'. The search field at the top left contains the text 'Carson' and a 'Search' button. Below the search field, there's a table with columns: 'Student Code', 'Last Name', 'First Name', 'Middle Name', 'Username', 'Session', 'Unit 1', 'Unit 2', 'Unit 3', and 'Form Group'. The table has one row with the following data: '644839900', 'CARSON', 'JASON', '8288369263', 'SESSION 3 (Grade 6 Math)', 'Marked Complete', 'Marked Complete', 'Marked Complete', and 'Main'. The 'Session' column has a green dot next to it. At the bottom left, there's a 'Filters' section with 'Organization' and 'Student Code' filters. The 'Student Code' filter has a 'Starts with' input field. At the bottom right, there's a 'Displaying 25' and a 'Manage Columns' link.

6. Click **Select Tasks**, select **Undo Student TestsSubmissions**, and click **Start**.



7. Select the checkbox next to the student test or unit of a test to confirm your selection.

Undo Student Test Submissions Undo Submissions Reset

STUDENTS IN SESSIONS (2)	DETAILS	Unit 1	Unit 2	Unit 3
STUDENT NAME (CODE)	SESSION (STUDENT TEST)	<input type="checkbox"/> Unit 1	<input type="checkbox"/> Unit 2	<input type="checkbox"/> Unit 3
AZSTUDENT, AZTEST2 (990099002) ⓘ	AZ SESSION 1 (Grade 6 Math)	<input checked="" type="checkbox"/> Marked Complete	<input type="checkbox"/> Marked Complete	<input type="checkbox"/> Marked Complete
CARSON, JASON (6644839900) ⓘ	SESSION 3 (Grade 6 Math)	<input type="checkbox"/> Marked Complete	<input type="checkbox"/> Marked Complete	<input type="checkbox"/> Marked Complete

This action is not reversible.

* Required

Undo Submissions Reset

8. Click **Undo Submissions**.

Undo Student Test Submissions Undo Submissions Reset

STUDENTS IN SESSIONS (2)	DETAILS	Unit 1	Unit 2	Unit 3
STUDENT NAME (CODE)	SESSION (STUDENT TEST)	<input type="checkbox"/> Unit 1	<input type="checkbox"/> Unit 2	<input type="checkbox"/> Unit 3
AZSTUDENT, AZTEST2 (990099002) ⓘ	AZ SESSION 1 (Grade 6 Math)	<input checked="" type="checkbox"/> Marked Complete	<input type="checkbox"/> Marked Complete	<input type="checkbox"/> Marked Complete
CARSON, JASON (6644839900) ⓘ	SESSION 3 (Grade 6 Math)	<input type="checkbox"/> Marked Complete	<input type="checkbox"/> Marked Complete	<input type="checkbox"/> Marked Complete

This action is not reversible.

* Required

Undo Submissions Reset

What's Next? (Optional)

After you undo a student test submission, the student test status is **Exited**. You, then, must **Resume** the student test, to allow the student to test.