



Check Exam Logs on Blackboard

Get the following information from the student:

- What time was the test taken;
- What was the last question the student answered and saved;
- Description of the problem.

1. Go to the **Full Grade Center** area in the course.
2. Hover over the exam grade/in-progress icon in question and click on the drop-down arrow next to the grade/in-progress icon.

Organization Management

- Control Panel
- Content Collection
- Organization Tools
- Evaluation
- Grade Center**
- Needs Grading
- Full Grade Center
- Assignments
- Tests

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is

<input type="checkbox"/>	LAST NAME	FIRST NAME	FINAL EXAM
<input type="checkbox"/>	Cherry	Chandra	--
<input type="checkbox"/>	Fatly	Anastasiya	
<input type="checkbox"/>	James	Christine	20.00
<input type="checkbox"/>	Nicola	Jonathan	
<input type="checkbox"/>	Shoer	Dawn	--

3. Click on the attempt you would like to review.

Note: Usually, the attempt will be in the *In Progress* state, but we've seen cases where the *In Progress* icon is not there.

4. Click on **Test Information** section heading to expand test information details.

- View Grade Details
- Exempt Grade
- Attempt 5/26/21

Viewing 1 of 1 gradable items

Anastasiya Fatly (Attempt 1 of 1)

Test Information



5. Click the **Access Log** button. **Do not clear the test attempt on this screen!**

Viewing 1 of 1 gradable items

Anastasiya Fatiy (Attempt 1 of 1)

Test Information

Current Grade - out of 185 points

Status In Progress

Attempt Score - out of 185 points

Started Date 5/26/21 10:53 AM

Submitted Date 5/26/21 10:53 AM

Clear Attempt Click **Clear Attempt** to clear this user's attempt.

Edit Test Click **Edit Test** to make changes.

Instructions

Note: Started and Submitted dates in the Test Information may display as the same time and date. This is a known issue with Blackboard.

6. The access log will show the last question the student was able to answer (as stated in the requested information from the student to investigate this matter)

Access Log

There is no start time recorded for this attempt as it was taken prior to the Learn version when start times were included in archives.

DATE AND TIME	ACCESS TYPE	TEST TIME	TIME SPENT*
5/26/21 10:54:00 AM	Saved question 11	20:11	00:13
5/26/21 10:54:45 AM	Saved question 12	20:24	00:44
5/26/21 10:55:24 AM	Saved question 13	21:13	00:32
5/26/21 10:55:53 AM	Saved question 14	21:42	00:24

7. Exit out of the Access Log and scroll down to the test question details on the student's attempt to confirm the last question the student answered and saved. The rest of the questions should say **Selected Answer [None Given]**.

8. Click **Exit** button at the bottom of the screen to close the test record.

Question 7

What is the brightest star in the Night Sky?

Selected Answer: [None Given]

Correct Answer: Sirius



Once you have confirmed that the student actually had a technical issue, use the **Ignore Attempt** feature to allow the student to retake the exam. **Ignore Attempt** is recommended so that the full history of the grade, including initial student responses, is retained, but the student is able to retake the test.

1. Return to the **Full Grade Center** area.
2. In the cell representing the test attempt, click on the gray drop-down arrow to open the drop-down Options menu.

	LAST NAME	FIRST NAME	FINAL EXAM
<input type="checkbox"/>	Cherry	Chandra	--
<input type="checkbox"/>	Fatyy	Anastasiya	
<input type="checkbox"/>	James	Christine	20.00
<input type="checkbox"/>	Nicola	Jonathan	
<input type="checkbox"/>	Shoer	Dawn	--

3. From the Options menu, click **View Grade Details**.

<input type="checkbox"/>	Cherry	Chandra	
<input type="checkbox"/>	Fatyy	Anastasiya	
<input type="checkbox"/>	James	Christine	

- View Grade Details
- Exempt Grade
- Attempt 5/26/21

4. On the Grade Details screen, click the **Ignore Attempt** button.

Grading Notes	Actions
Instructor grading notes.	<input type="button" value="View Attempt"/> <input type="button" value="Clear Attempt"/> <input type="button" value="Ignore Attempt"/>

Note: Please contact your campus Blackboard team if you want to confirm a Blackboard issue during the reported time.