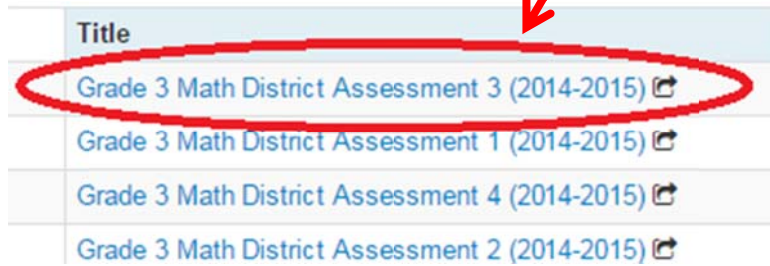


# RE-OPENING AN ILLUMINATE ON-LINE TEST

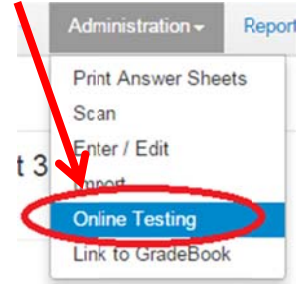
At times students might submit their local test prematurely. These can be re-opened using the following steps.

1. Find the test in question by clicking on the title:



Title
<a href="#">Grade 3 Math District Assessment 3 (2014-2015)</a>
<a href="#">Grade 3 Math District Assessment 1 (2014-2015)</a>
<a href="#">Grade 3 Math District Assessment 4 (2014-2015)</a>
<a href="#">Grade 3 Math District Assessment 2 (2014-2015)</a>

2. Navigate to the "Online Testing" option for that test:

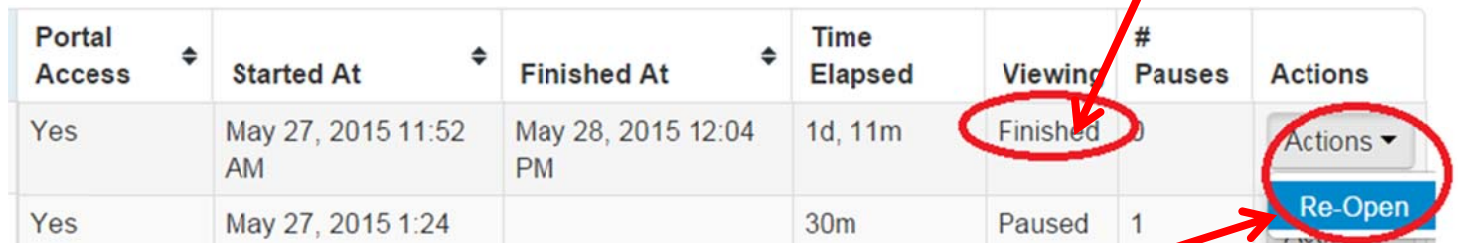


3. Search for the student by selecting the number link reflecting the number of students the test is set up for:



Created By	Window Start	Window End	Time of Day Window	Status	Time Duration	Academic Year	Grade Level	Site	User	Department	Course	Section	Students	Portal	Password	Edit	Delete
Mcshane, Sean	May 26, 2015 12:00:00 AM	Jun 4, 2015 11:59:00 PM	All Day	<span style="color: green;">■</span>	None		3rd Grade	Four Creeks Elementary School					<a href="#">92</a> ✓			<a href="#">Edit</a>	

4. The "Viewing" column will reflect that the student had submitted their test with the word "Finished."



Portal Access	Started At	Finished At	Time Elapsed	Viewing	# Pauses	Actions
Yes	May 27, 2015 11:52 AM	May 28, 2015 12:04 PM	1d, 11m	Finished	0	<a href="#">Actions ▾</a>
Yes	May 27, 2015 1:24		30m	Paused	1	<a href="#">Re-Open</a>

5. If this is the test that needs to be reopened, do so under the "Actions" dropdown: