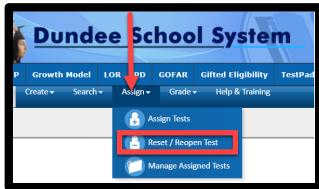
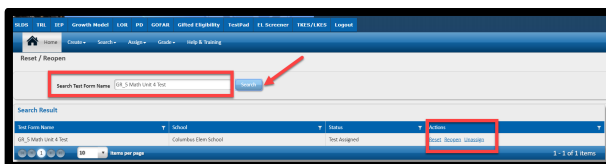


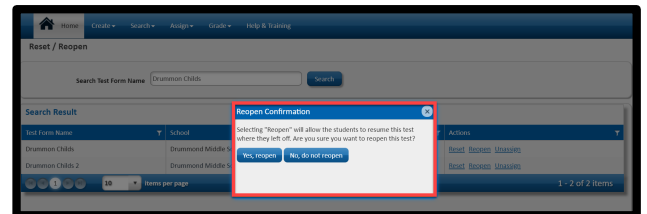
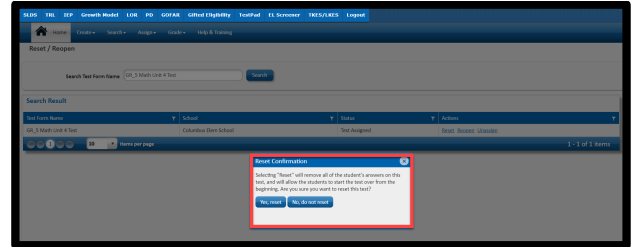
1. Before you can **Reopen** (used to allow students to resume a test) or **Reset** a test (used to allow students to take test over) you must know the **Test Form Name** which was assigned when the test was first created. (Note: If you've forgotten the **Test Form Name** use the **Manage Assigned Test** feature to find it).
2. The **Reset** and **Reopen** options are available from either the **Assign** dropdown menu or the **Assign** icon.



3. Enter the **Test Form Name** and click **Search**. The screen displays the test and a menu option of **Reset**, **Reopen** or **Unassign**.



4. Click **Reset** or **Reopen** and user is presented with one of the following warning messages:



5. After acknowledging the choice to **Reopen** or **Reset**, the screen displays confirmation of the process.

