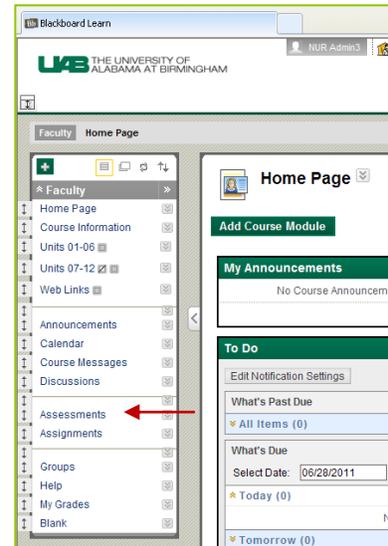
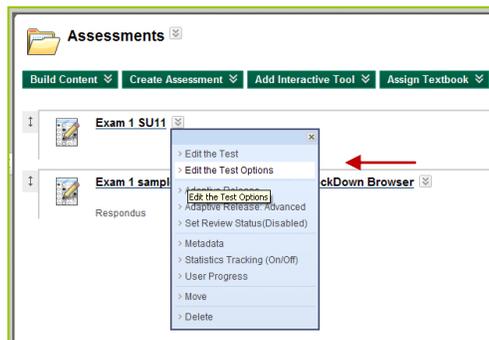


## Assessment Force Completion

1. Login to the Bb Learn system and go to the course.
2. Click **Assessments** in the left hand menu.
3. Click on the **action link**  (the two down arrows) to the right of the Assessment item and choose **Edit the Test Options**.



4. Scroll down to **Test Availability** (section 2). You will see the **Force Completion** check box. Please note that students must complete the Test the first time it is launched. Students may not exit the Test and continue working on it at a later date. The **Save** button is available for Students to save Test answers as they work, but they may not exit and re-enter the Test. When enabled, Force Completion is explained to Students at the top of the Test. Please **DO NOT** use this option for now. Students will still be controlled by the amount of time you give them to complete from when they begin and by the availability date that you set.
5. Please see the **Resetting Assessment Attempts** quick tip to give students access to the assessment if it is needed.

