

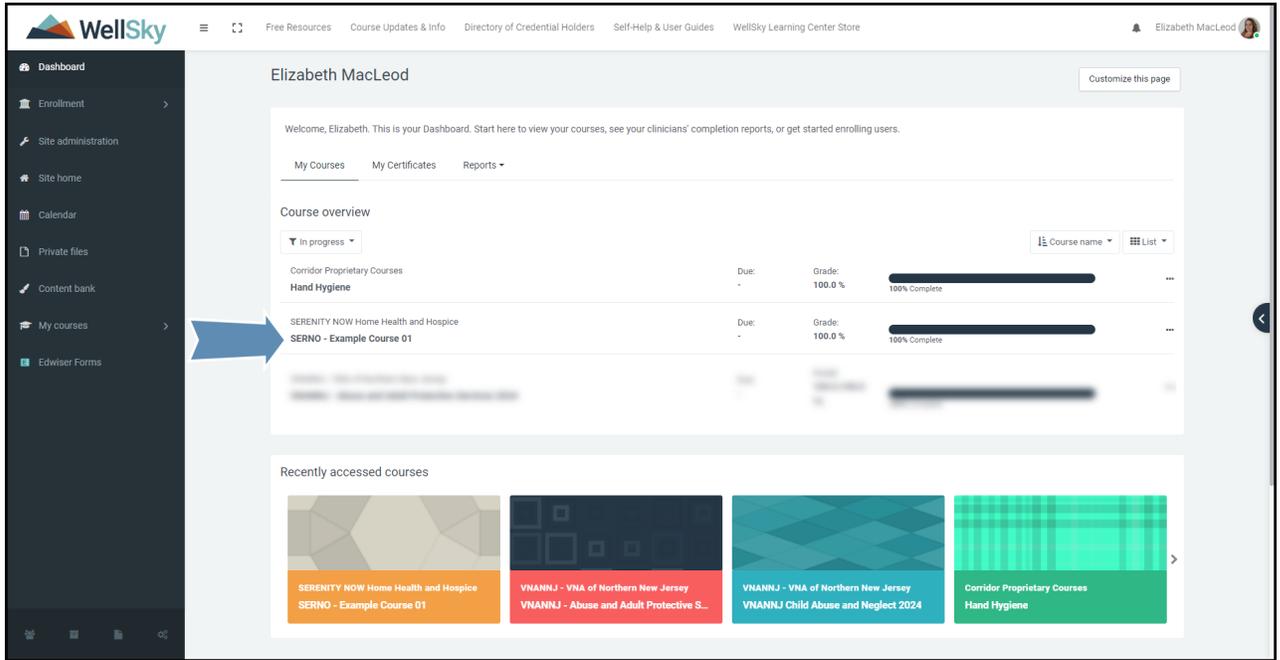
## How to Complete an Agency Created Exam as an Admin

In this handout, we'll cover how admins can complete an exam that was built in an agency created course.

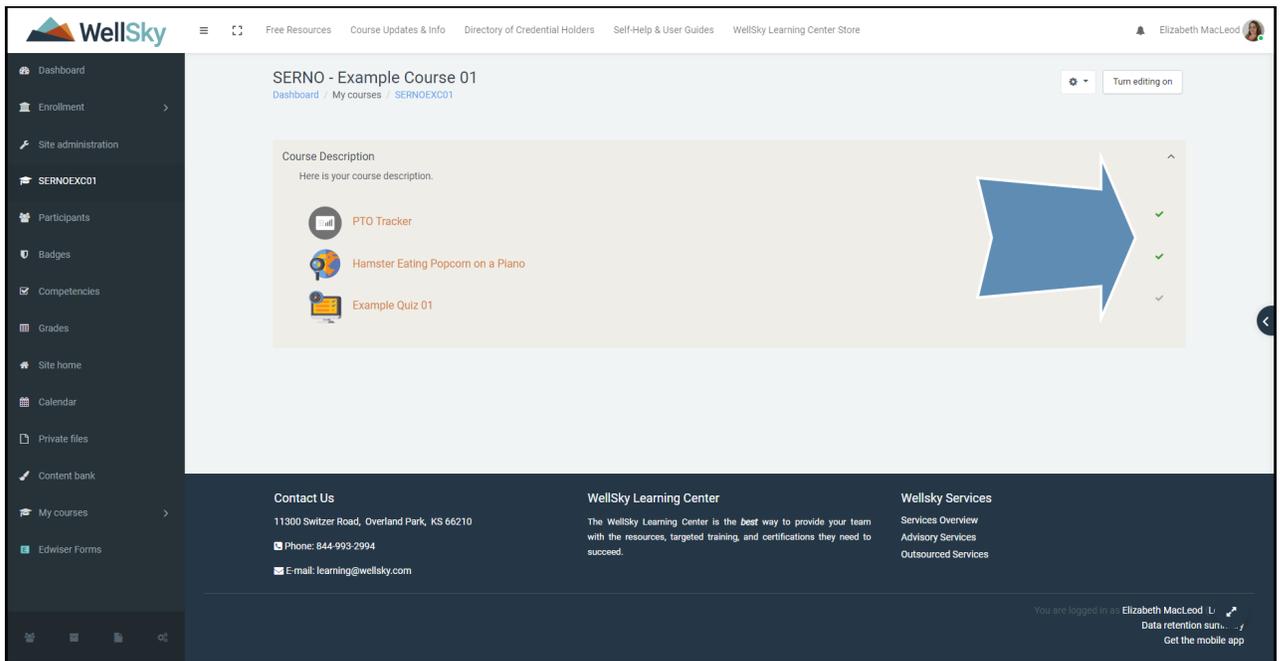
- 1) Log into the WLC.
- 2) Click the course name hyperlink.
- 3) Complete all course steps leading up to the exam.
- 4) Click your profile picture/icon in the upper right corner.
- 5) Click *Switch role to...*
- 6) Select the *Student* option.
- 7) After selecting *Student*, you can click into the exam step of the course (switch your role prior to entering the exam step, or the change will not be recognized).
- 8) Select *Attempt Quiz* or *Re-attempt Quiz* if you have tried to take the exam previously.
- 9) After answering all questions click *Submit all and finish*.
- 10) Click *Submit all and finish* on the Confirmation pop-up box.
- 11) Click *Finish Review*.

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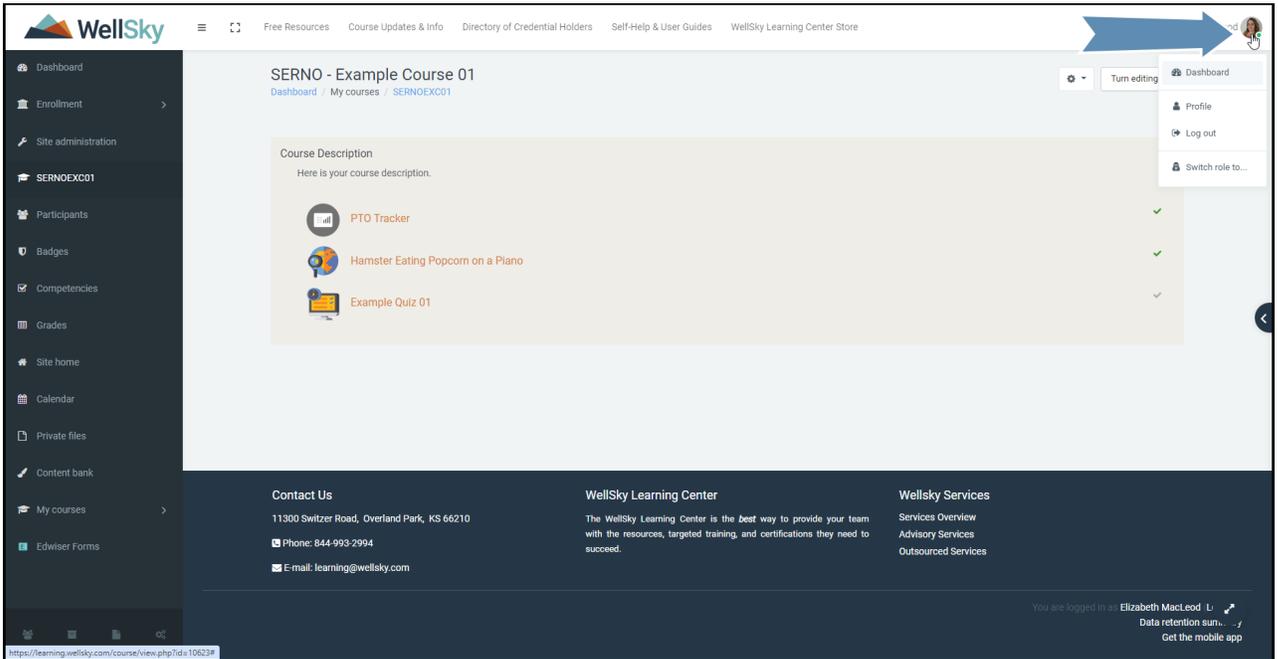
- 1) Log into the WLC.
- 2) Click the course name hyperlink.



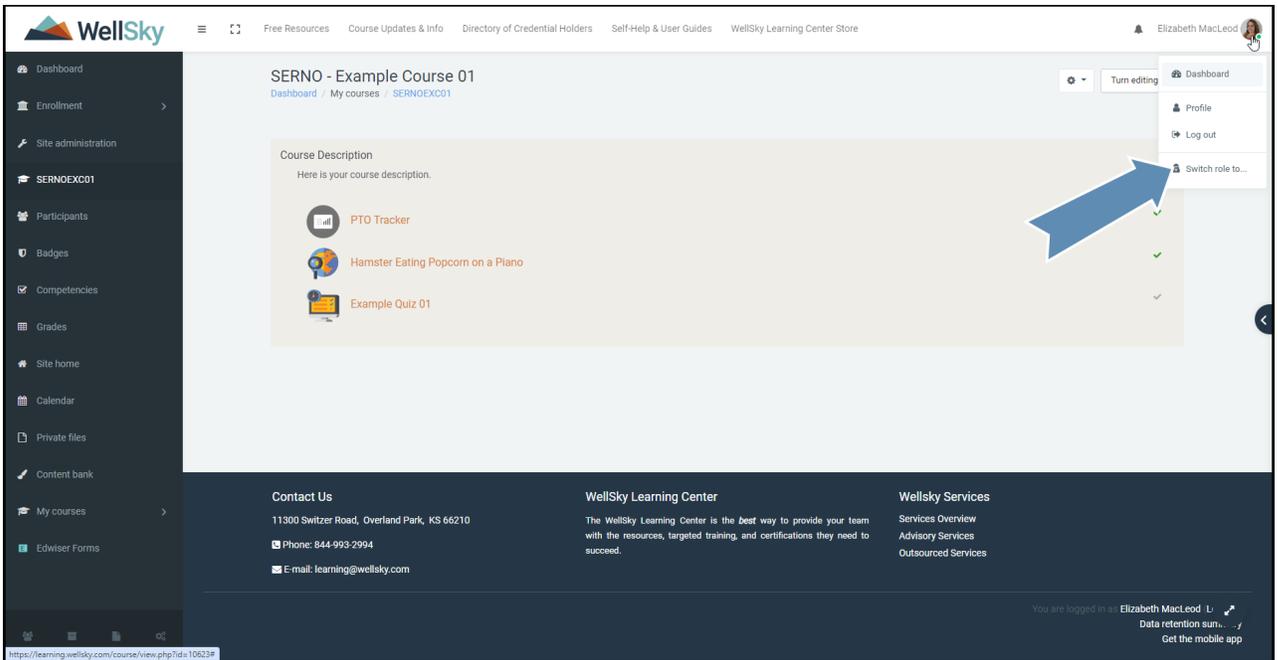
- 3) Complete all course steps leading up to the exam.



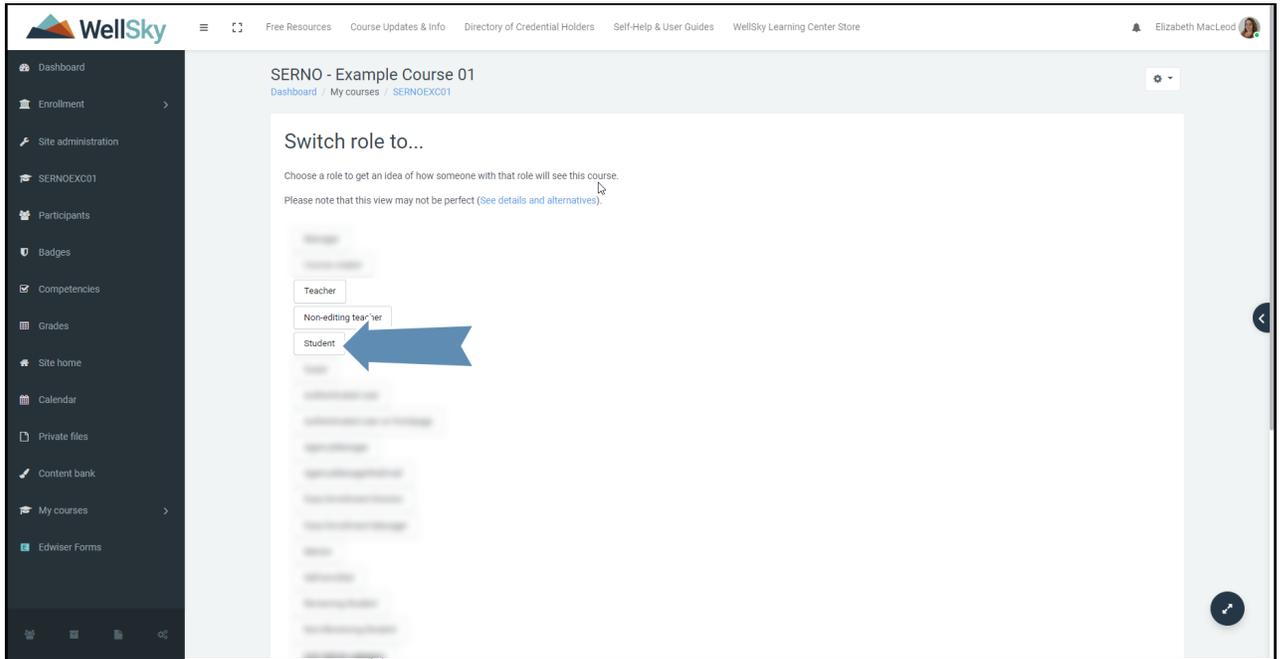
4) Prior to clicking the Exam step, click your profile picture/icon in the upper right corner.



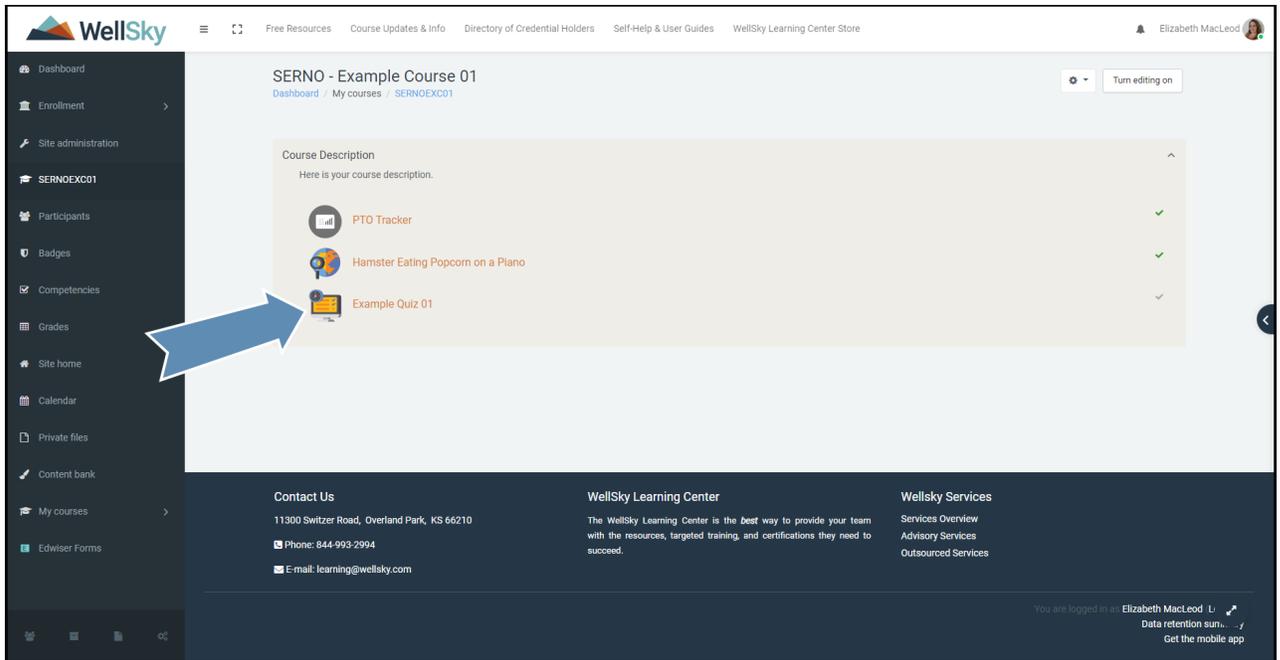
5) Click *Switch role to...*



6) Select the *Student* option.



7) After selecting *Student*, you can click into the exam step of the course.



8) Select *Attempt Quiz* or *Re-attempt Quiz* if you have tried to take the exam previously.

The screenshot shows the 'Example Quiz 01' page in the WellSky system. The page title is 'SERNO - Example Course 01' and the breadcrumb trail is 'Dashboard / My courses / SERNOEXC01 / Course Description / Example Quiz 01'. The main content area shows the quiz title 'Example Quiz 01' and a description field. Below this, it indicates the grading method is 'Highest grade'. A section titled 'Summary of your previous attempts' contains a table with the following data:

Attempt	State	Grade / 10.00	Review
Preview	Finished Submitted Wednesday, January 31, 2024, 10:40 AM	10.00	<a href="#">Review</a>

Below the table, it states 'Highest grade: Not yet graded / 10.00.' and features a 'Re-attempt quiz' button highlighted by a blue arrow. There is also a 'Previous Activity' button and a 'Jump to...' dropdown menu.

The footer contains contact information for WellSky Learning Center and WellSky Services.

9) After answering all questions click *Submit all and finish*.

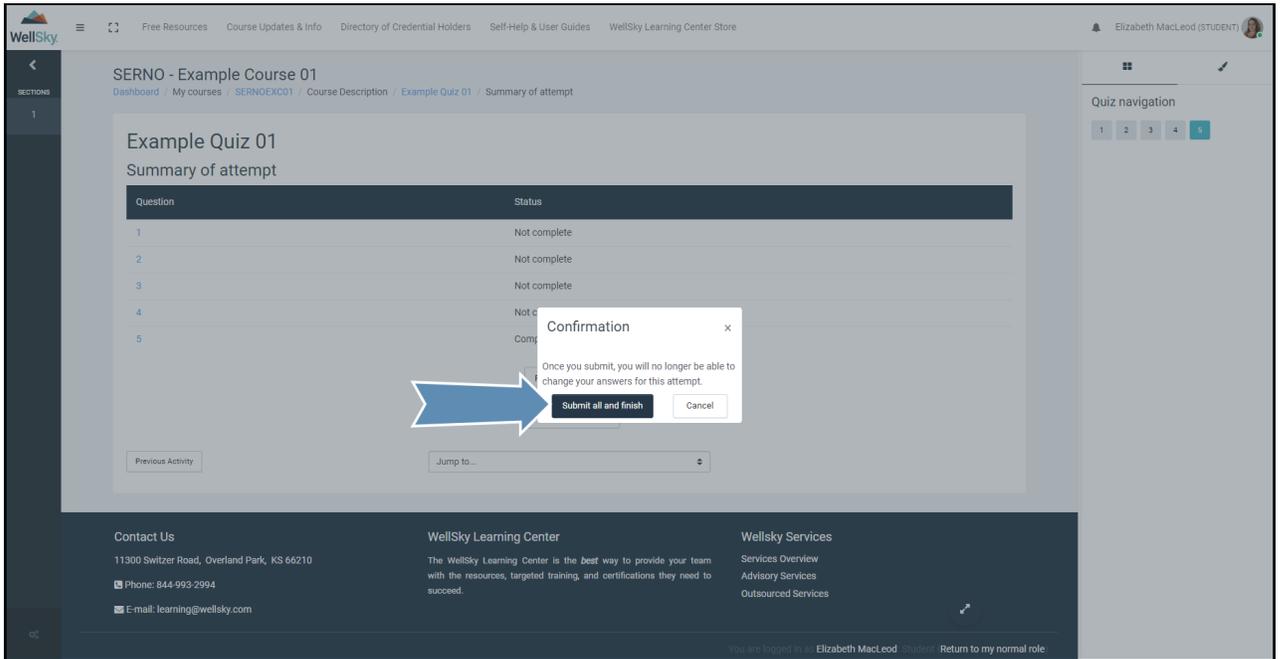
The screenshot shows the 'Example Quiz 01' page in the WellSky system, specifically the 'Summary of attempt' view. The breadcrumb trail is 'Dashboard / My courses / SERNOEXC01 / Course Description / Example Quiz 01 / Summary of attempt'. The main content area shows the quiz title 'Example Quiz 01' and a 'Summary of attempt' table with the following data:

Question	Status
1	Not complete
2	Not complete
3	Not complete
4	Not complete
5	Complete

Below the table, there are two buttons: 'Return to attempt' and 'Submit all and finish', with the latter highlighted by a blue arrow. There is also a 'Previous Activity' button and a 'Jump to...' dropdown menu.

The footer contains contact information for WellSky Learning Center and WellSky Services, along with a login status indicator: 'You are logged in as Elizabeth MacLeod (STUDENT) Return to my normal role.'

10) Click *Submit all and finish* on the Confirmation pop-up box.



11) Click *Finish Review*.

