## 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.

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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.

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

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

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

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03				You are logged in as Elizabeth MacLeod Student (Return to my normal ro	ole)		

11) Click Finish Review.

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