

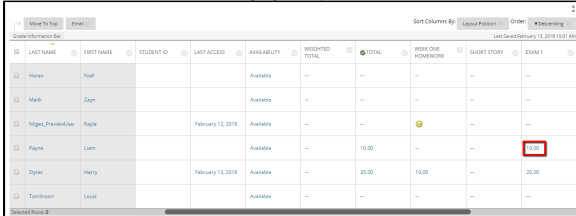
How to View the Test Access Log

A previous source of frustration for students, instructors, and test proctors was the inability to confirm whether students began a test or ran into problems during a test. Teachers and proctors had no way to verify student activity or lack of activity during a test. Students had no way to prove that they did begin a test and when. So, if students reported problems occurring during a test, they were either given the benefit of the doubt and the test was reset, or they were penalized for circumstances beyond their control. The Test Access Log fixes this problem.

The Test Access Log provides detailed information on student test attempt interactions. Instructors and other users who are granted permission, can view the Access Log for a test from the Attempts page of the test.

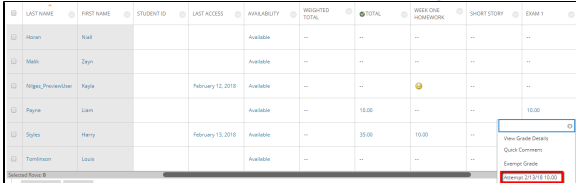
Step-by-step guide

1. To view the Test Access Log, go to your **Grade Center** and locate the student's test.



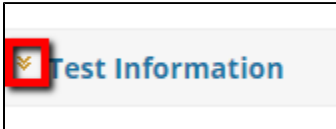
ID	LAST NAME	FIRST NAME	STUDENT ID	LAST ACCESS	AVAILABILITY	REGISTERED TOTAL	TOTAL	WEEK ONE HOMEWORK	SHORT STORY	EXAM 1
11	Horan	Isaac			Available	--	--	--	--	--
12	Malk	Devin			Available	--	--	--	--	--
13	Wright, Phoenicia	Kayla		February 12, 2018	Available	--	--	10.00	--	20.00
14	Payne	Liam			Available	--	10.00	--	--	10.00
15	Speyer	Henry		February 13, 2018	Available	--	25.00	10.00	--	20.00
16	Tombison	Louis			Available	--	--	--	--	--

2. Click the contextual menu and choose the **Attempt Detail**.

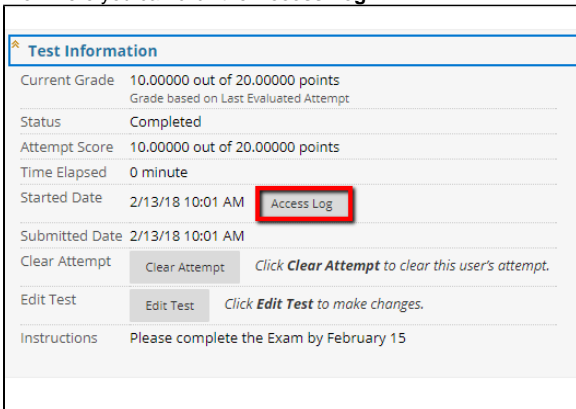


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3. Next to "Test Information", click the **dropdown icon**.



4. From here you can click the **Access Log**.



Test Information

Current Grade 10.00000 out of 20.00000 points
Grade based on Last Evaluated Attempt

Status Completed

Attempt Score 10.00000 out of 20.00000 points

Time Elapsed 0 minute

Started Date 2/13/18 10:01 AM **Access Log**

Submitted Date 2/13/18 10:01 AM

Clear Attempt Click **Clear Attempt** to clear this user's attempt.

Edit Test Click **Edit Test** to make changes.

Instructions Please complete the Exam by February 15

5. This will pull up the Access Log where you can see what Blackboard has saved of the attempt. If a student claims to have started a test, the log will show the time the test was started.

Related articles:

- [How to Self-Enroll in the Graduate College Thesis Course](#)
- [How to Work with the Course Menu](#)
- [How to Use the Class Dashboard to Request Blackboard Courses](#)
- [How to Create a Grade Center Column](#)
- [How to Download and Install the Mediasite Desktop Recorder](#)

If a network or internet disruption occurred during the test for example, the log would show an unusual gap in the time.

Access Log			
The Test Time column shows times relative to the start of the test and the Time Spent column shows the time between the current Access Type and the previous Access Type. Time format is: mm:ss.			
DATE AND TIME	ACCESS TYPE	TEST TIME	TIME SPENT*
2/13/18 10:01:10 AM	Test started	00:00	00:00
2/13/18 10:01:20 AM	Saved question 1	00:09	00:09
2/13/18 10:01:20 AM	Saved question 2	00:09	00:00
2/13/18 10:01:20 AM	Test submitted	00:09	00:00

*The times appearing under the Time Spent column may not accurately represent the time the student spent on each question. The student may have looked at other questions before answering and saving individual questions.

For questions or comments, contact the Computer Services Help Desk
HelpDesk@MissouriState.edu
417-836-5891