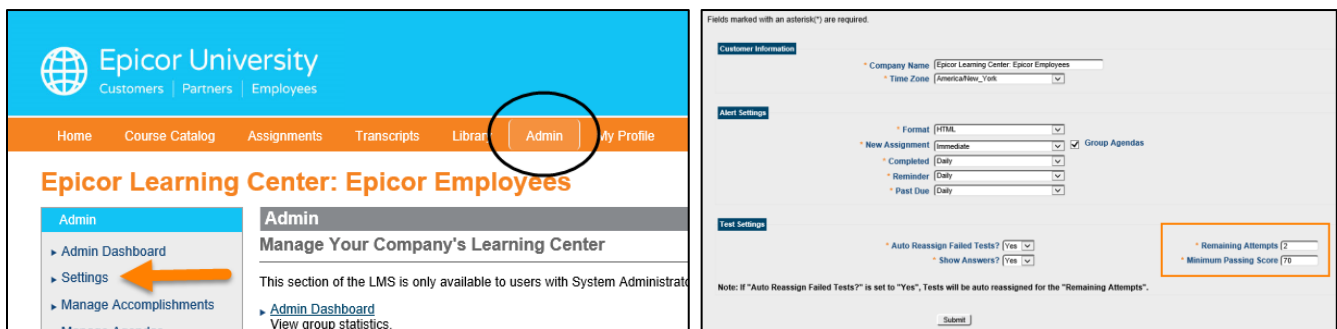


How Do I Reassign a Failed Test?

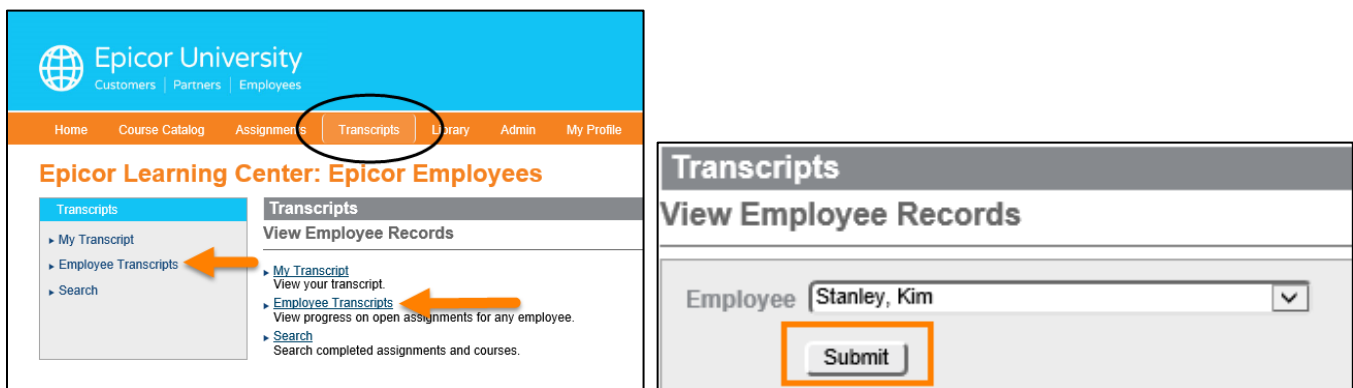
Your Epicor Learning Center users have a finite number of times that they can attempt and fail an assigned test. This number is found here on the Admin tab/Settings option along with the minimum passing score and some additional LMS defaults.



The screenshot shows the Epicor University Admin interface. The 'Admin' tab is selected in the top navigation bar. On the left sidebar, 'Settings' is highlighted with an orange arrow. The main content area shows the 'Admin' section with the heading 'Manage Your Company's Learning Center'. Below this, there are sections for 'Customer Information', 'Alert Settings', and 'Test Settings'. In the 'Test Settings' section, 'Auto Reassign Failed Tests?' is set to 'Yes', and 'Remaining Attempts' is set to 2. A 'Submit' button is located at the bottom right of the settings form.

As a Training on Demand Administrator you can reassign the test. Best Practice would be to have the learner re-watch the content as well.

From the Transcript tab, choose Employee Transcripts. Identify the correct employee (which may be yourself if you are the Admin) and press Submit.



The screenshot shows the Epicor University Transcripts interface. The 'Transcripts' tab is selected in the top navigation bar. On the left sidebar, 'Employee Transcripts' is highlighted with an orange arrow. The main content area shows the 'Transcripts' section with the heading 'View Employee Records'. Below this, there is a search bar with the text 'Employee Stanley, Kim' and a 'Submit' button highlighted with an orange box.

To reassign a Test, choose the Tests tab. Use the **reassign** link. **Do Not** use the Attempts link.

Transcripts
View Employee Records

Employee: Stanley, Kim

View: [Course](#) **Tests** [Tasks](#) [Accomplishments](#) [Agendas](#)

Name	Score	Pass/Fail	Attempts	Completed Date
Receiving Concepts Test - N	0	FAIL	3	11/15/2017
Reporting Concepts Test - N	83	PASS	1	07/13/2017
Setting Up Eagle Alerts Test - N	14	FAIL (reassign)	2	11/15/2017

You can now create a New Assignment by selecting the correct employee. Alter the number of Remaining Attempts if needed and press Submit. Remember, the number of default Remaining Attempts is set within the Admin tab/Settings link.

New Assignment
Create an Assignment for any Employee or Group

Fields marked with an asterisk(*) are required.

Type: Test
Assignment: Setting Up Eagle Alerts Test - N

Please select the employee or group that will receive this assignment:

* Employees: Stanley, Kim (selected)
 * Groups: --Select Groups-- (dropdown menu)

Override Existing Completion Status?
If you create an assignment for an employee who has previously completed the learning items (course, test, task), checking this option will override their completion status, requiring them to complete each assigned item again. If you leave this option unchecked, all assignment items will be validated and any that have previously been completed will not be reassigned.

Disable Alerts: --Select Alert--

Optional: Add e-mail addresses to copy on all assignment alerts.
 CC E-mail:

* Start Date: 12/08/2017
 Due Date:

Admin Notes:

Show Answers: Yes
 Auto Reassign: Yes

* Passing Score: 70
 Remaining Attempts: 2

The Test now appears in the employees list of Open Assignments.

Employee Assignments
View Progress on Open Assignments for Any Employee

Employee: Stanley, Kim

[Add new assignment for this employee.](#)

View: [All Assignments](#) **Open Assignments** [Agendas](#)

Page: 1 of 2 Results 1-20 of 30

Type	Name	Start Date	Due Date	Status	
Test	Setting Up Eagle Alerts Test - N	12/08/2017		Not Started	Delete
Test	Receiving Concepts Test - N	11/15/2017		Not Started	Delete
Test	Using Eagle Alerts Test - N	07/25/2017		Not Started	Delete