If a student notifies you and states he/she encountered a problem while taking an assessment (test/quiz), as the instructor you have the ability to view the test Access Log.

**Note:** If there is no attempt for the student, then you will not be able to view the Access Log.

In your Blackboard course, locate the student’s attempt.

1. On the Control Panel, click on Grade Center.

2. Choose the option Full Grade Center

3. Scroll to locate the test column

4. Next to the student’s score (or needs grading icon), click the chevron

5. Select the student’s Attempt

View the test Access Log

6. Click to words Test Information to expand this area.

7. Click the Access Log button.

**Note:** The Access Log records when a question was saved and the time between each saved question. It does not record when a student initially viewed a question.