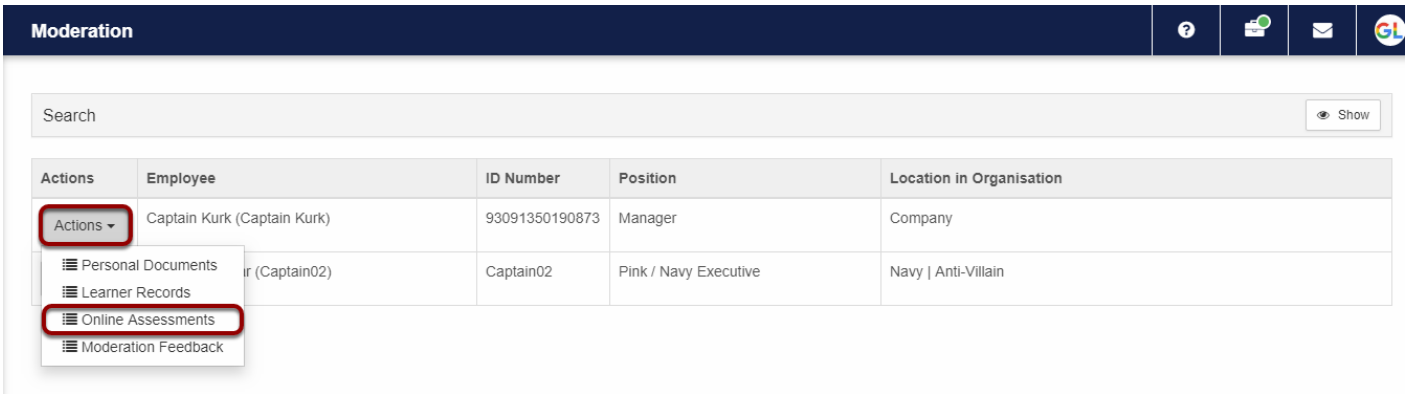
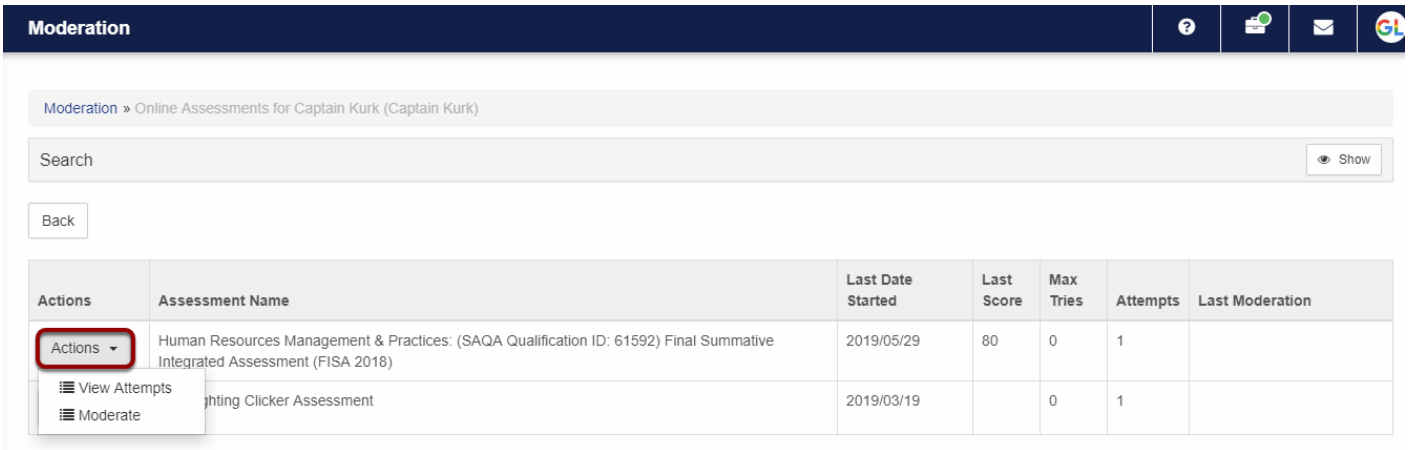
How to Moderate a Learner's Online Assessments

- Open the Moderation Dashboard and click on **Online Assessments** in the **Actions** drop down.



- A list of online assessments will be displayed.
- Click on the **Actions** drop-down on the Assessment record to view the options available.



- When any of the Actions options are clicked, a screen will be displayed showing three tabs with the following functionality:
  1. Assessments Attempts: View all assessment attempts and a transcript report.
  2. Internal Moderations: Create, Edit or Delete Internal moderations
  3. External Moderations: Create, Edit or Delete External moderations

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