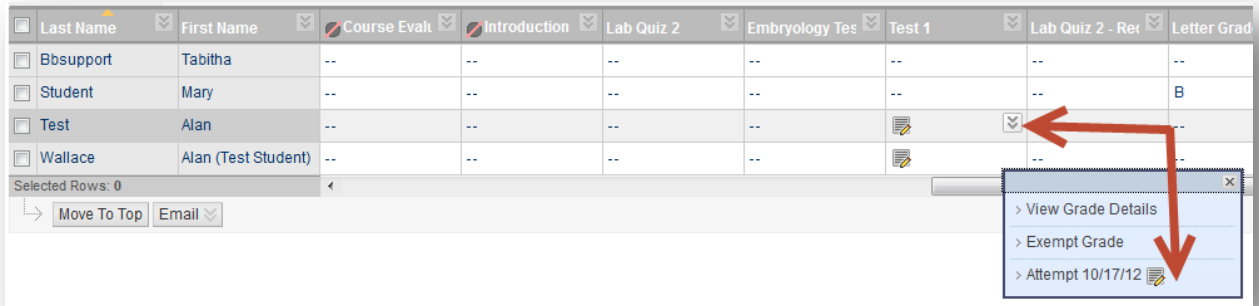


## Instructions for Clearing Attempts on Assessments

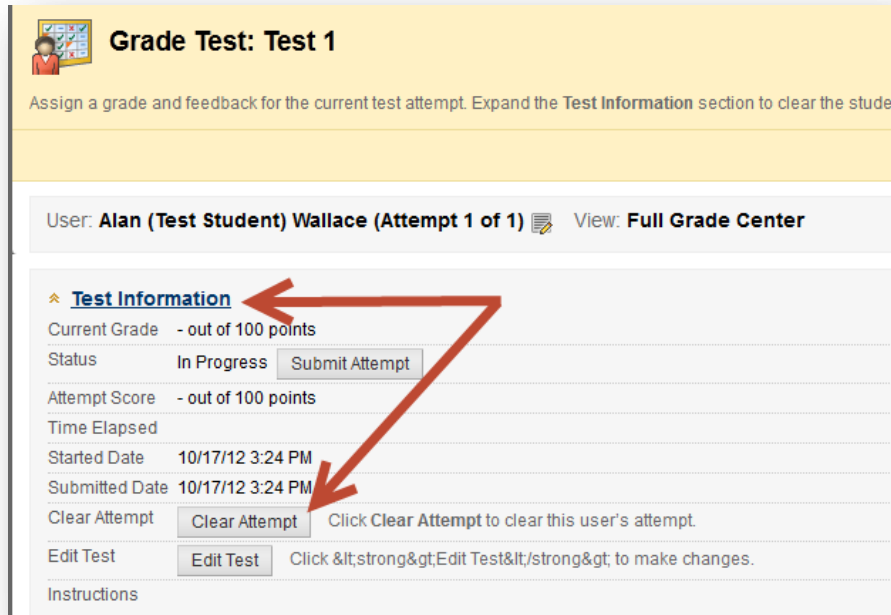
1. Navigate to the Full Grade Center
2. Locate the column for the test.
3. Hover the cursor in the cell of the student's test you wish to reset, and when the Action Link (two down arrows icon) appears, click it. Choose "Attempt 00/00/00." (The date of the attempt will be listed instead of zeros.)



The screenshot shows a table with columns: Last Name, First Name, Course Eval, Introduction, Lab Quiz 2, Embryology Tes, Test 1, Lab Quiz 2 - Rer, and Letter Grad. The row for 'Test' (Alan) is highlighted. A context menu is open over the 'Test 1' cell, showing options: View Grade Details, Exempt Grade, and Attempt 10/17/12. A red arrow points from the 'Test 1' cell to the 'Attempt 10/17/12' option.

Last Name	First Name	Course Eval	Introduction	Lab Quiz 2	Embryology Tes	Test 1	Lab Quiz 2 - Rer	Letter Grad
Bbsupport	Tabitha	--	--	--	--	--	--	--
Student	Mary	--	--	--	--	--	--	B
Test	Alan	--	--	--	--	--	--	--
Wallace	Alan (Test Student)	--	--	--	--	--	--	--

4. When the student's test appears, click on "[Test Information](#)," located at the top of the page. The Test Information area will expand.
5. Click on "Clear Attempt" and the student can now take the assessment again.



The screenshot shows the 'Grade Test: Test 1' page. The 'Test Information' section is expanded, showing details for the user 'Alan (Test Student) Wallace (Attempt 1 of 1)'. The 'Clear Attempt' button is highlighted with a red arrow. The 'Test Information' section includes fields for Current Grade, Status, Attempt Score, Time Elapsed, Started Date, Submitted Date, and a 'Clear Attempt' button. A red arrow points from the 'Test Information' link to the 'Clear Attempt' button.

**Grade Test: Test 1**

Assign a grade and feedback for the current test attempt. Expand the **Test Information** section to clear the student's attempt.

User: **Alan (Test Student) Wallace (Attempt 1 of 1)** View: **Full Grade Center**

**Test Information**

Current Grade - out of 100 points

Status In Progress Submit Attempt

Attempt Score - out of 100 points

Time Elapsed

Started Date 10/17/12 3:24 PM

Submitted Date 10/17/12 3:24 PM

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

Edit Test **Edit Test** Click &lt;strong>Edit Test</strong> to make changes.

Instructions