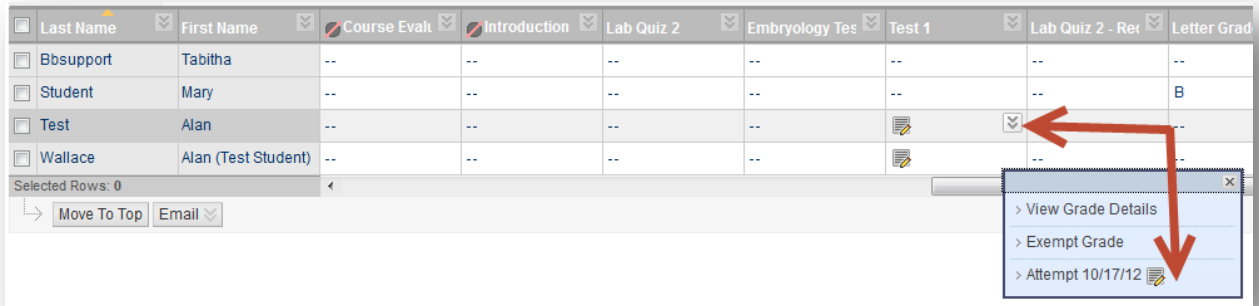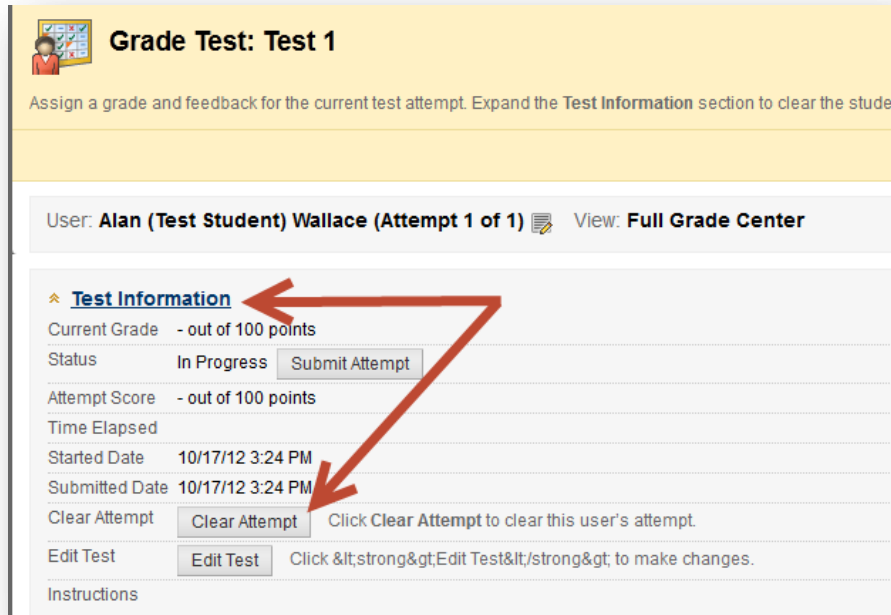# Instructions for Clearing Attempts on Assessments

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.)

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.