Clear Attempt in Grade Center

1. Navigate to the Full Grade Center (Figure 1).
2. Locate the student and their attempt that you want to clear. Then, click on the drop-down menu next to that student’s attempt (Figure 2).

![FIGURE 2](image2)

3. Select View Grade Details (Figure 3).

![FIGURE 3](image3)

4. On the right-hand side select Clear Attempt (Figure 4).

![FIGURE 4](image4)

5. Click OK to confirm you would like to delete the attempt (Figure 5).
   Note: Cleared attempts cannot be restored. Make sure to back up any important files which were submitted in the attempt before clearing it.

![FIGURE 5](image5)

The student can now resubmit their assignment or retake their exam.