

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).

LAST NAME	FIRST NAME	TOTAL	WEIGHTED TOTAL	SUMMARY ARTICLE ASSIGNMENT WEEK 1
Hussaini	Mina	92.00	92.00	92.00
Hussaini_PreviewU:	Mina	--	--	--

FIGURE 2

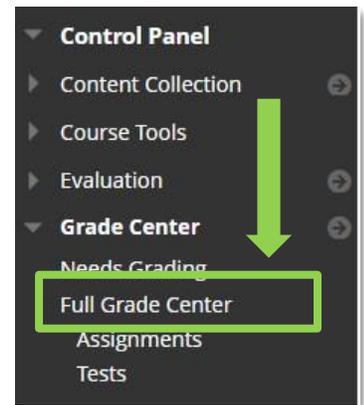


FIGURE 1

3. Select **View Grade Details** (Figure 3).

FIRST NAME	TOTAL	WEIGHTED TOTAL	SUMMARY ARTICLE ASSIGNMENT WEEK 1	ATTENDANCE	DISCUSSION FORUM
Mina	92.00	92.00	92.00	--	--
Mina	--	--	--	--	--

FIGURE 3

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

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Aug 30, 2021 11:58:27 AM	Aug 30, 2021 11:58:27 AM (Completed)	92.00	Good job Mina.		Clear Attempt Edit Grade

FIGURE 4

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.

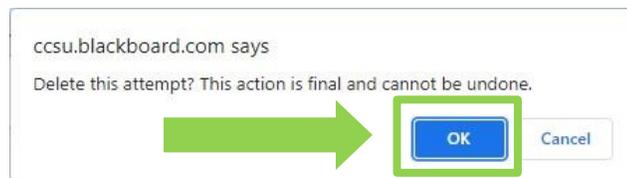


FIGURE 5

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