CLEARING A STUDENT’S ATTEMPT OF AN ASSIGNMENT OR TEST

If necessary, you may delete a student’s attempt of an Assignment or Test from a course. Please note that the deletion process is permanent and irreversible. Before deleting an Assignment or Test submission, please consider using the Ignore Attempt feature instead.

If you are absolutely certain that you want to permanently delete a student’s attempt, follow these steps:

1. In the course’s CONTROL PANEL, click on the GRADE CENTER menu and select FULL GRADE CENTER.

2. In the Grade Center, roll your mouse over the grade cell for the student’s assignment or test attempt. Click the gray context arrow and select VIEW GRADE DETAILS from the context menu that appears.

3. On the Grade Details page, go to the ATTEMPTS tab and click the CLEAR ATTEMPT button.
4. A pop-up alert will appear, asking you to confirm that you want to delete the attempt permanently. Click OK to proceed.

5. A confirmation bar will appear at the top of the page to confirm the attempt has been cleared.

A record of this action taking place can be viewed by the instructor by clicking the Grade Detail’s GRADE HISTORY tab.

**Instructor’s View of a Cleared Attempt from the Full Grade Center**

The student’s grade cell now will appear as having been cleared.

**Student’s View of a Cleared Attempt in My Grades**
The student’s grade entry in the *My Grades* tool will appear as though it blank or unsubmitted.