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.

![Grade Details screenshot](image)

4. A pop-up alert will appear, asking you to confirm that you want to delete the attempt permanently. Click **OK** to proceed.

![Alert screenshot](image)

5. A green 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.

![Grade Details screenshot](image)
Instructor’s View of a Cleared Attempt from the Full Grade Center

The student’s grade cell now will appear as having been cleared. However, you can review the student’s attempt history by rolling your mouse over the grade cell and clicking the gray context button. The menu that appears will show you that an attempt had been made and ignored.

![Image of Grade Center]

Empty grade cell. No attempts are listed in the context menu.

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.

![Image of My Grades]

Assignment appears as though unsubmitted.