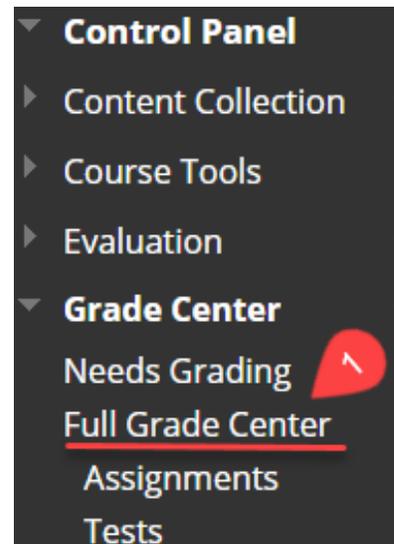




Clear Assignment/Assessment Attempt

Sometimes a student uploads the wrong assignment document or has a problem with a test and the instructor decides to clear the attempt to allow a second try. This document demonstrates the process of clearing an attempt.

- I. In the Control Panel select Grade Center, then **Full Grade Center** [1]

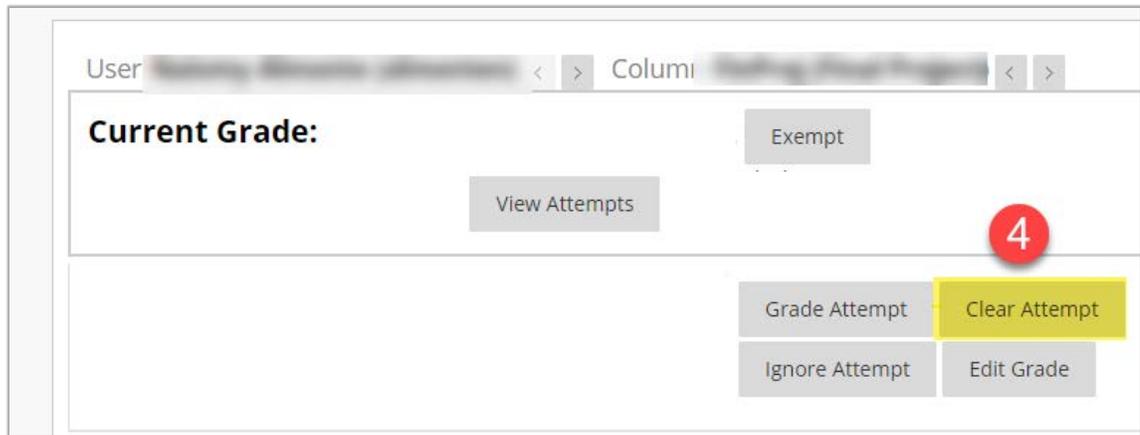


- II. Select the action icon [2] at the intersection of the appropriate column and the student name and in the ensuing menu select **View Grade Details** [3]

A screenshot of a grade center table. The table has columns for 'LAST NAME', 'FINPROJ', and a score column. A red circle '2' points to a yellow dropdown arrow icon in the 'FINPROJ' column of a row. A context menu is open over this icon, with a red circle '3' pointing to the 'View Grade Details' option. The menu also includes 'Quick Comment', 'Exempt Grade', and 'Attempt 5/2/17 95.00'. The table shows a score of 95.00 in the 'FINPROJ' column and 95.00 in the score column for the selected row.

LAST NAME	FINPROJ	Score
[blurred]	95.00	95.00
[blurred]	[blurred]	[blurred]
[blurred]	[blurred]	[blurred]
[blurred]	[blurred]	[blurred]

III. Locate and select the button reading **Clear Attempt** [4]



Questions? <http://www.wpunj.edu/help>