Center for Teaching with Technology
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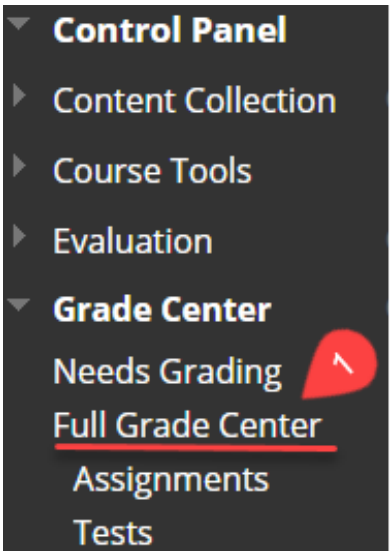
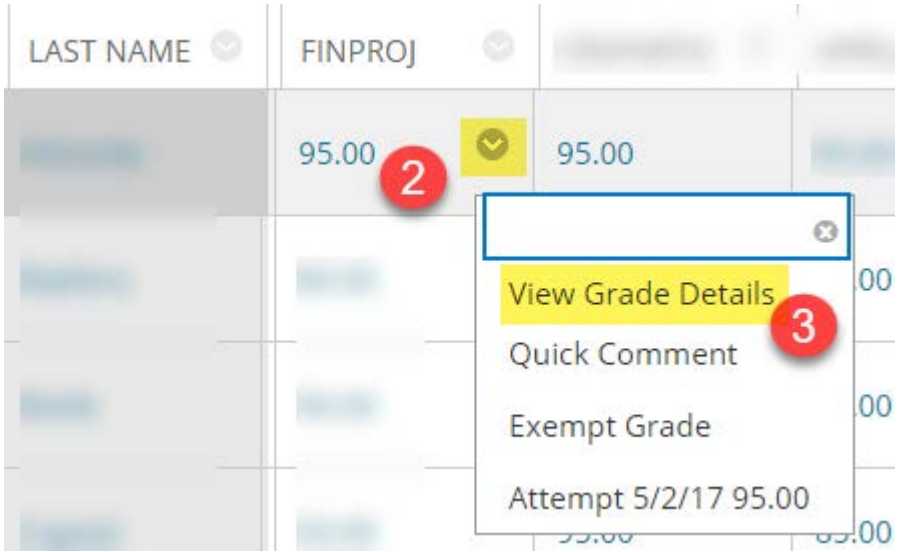
Clear Assignment/Assessment Attempt

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.

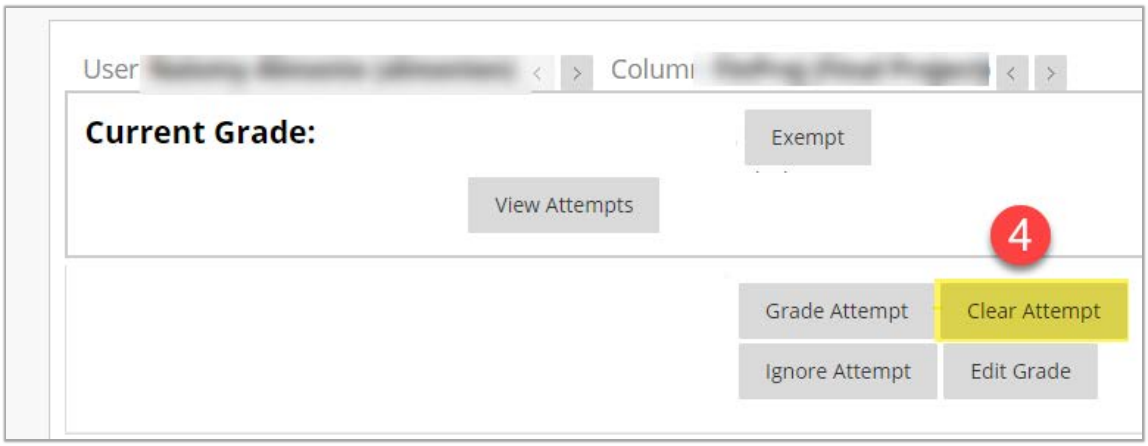
I. In the Control Panel select Grade Center, then **Full Grade Center** [1]



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



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



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