How to Clear a Student Attempt on a Test

If a student has used up the allotted number of test attempts, you can enable a re-take of the test by clearing the submitted attempt. This will erase the attempt completely, so if you want to retain any of the data (answers selected, score) you will need to do that first.

**NOTE:** If the display period for the test has ended, you will need to make the test active again by editing the display dates. Adaptive Release will also be needed to restrict access to just that student.

**Step 1: Access the option menu for student’s test attempt**

Go to the Grade Center

Locate the column for the test and find the student’s grade

Click on the gray down arrow to the right of the student’s test grade

**Option 1: View Grade Details**

Choose “View Grade Details” option

All graded attempts will be listed on the next screen.

Click the “Clear Attempt” button to the right of the attempt you wish to clear.

**Option 2: View Attempt and then View Test Information**

Choose “Attempt + Date” option in drop-down option menu

Once viewing the submitted attempt, open the “Test Information” area by clicking on the gold down arrow

Click on the “Clear Attempt” button

**NOTE:** If multiple attempts, be sure to check the dates and times of each attempt before clearing.

For assistance, contact the Instructional Resource Center, irchelp@uconn.edu; (860)486-5052