

How to Clear a Student Attempt on a Test

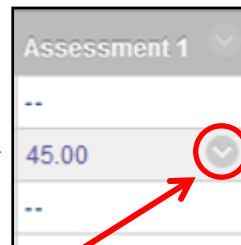
If a student has used up the allotted number of test attempts, you can enable a re-take of the test by clearing the submitted attempt. This will erase the attempt completely, so if you want to retain any of the data (answers selected, score) you will need to do that first.

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



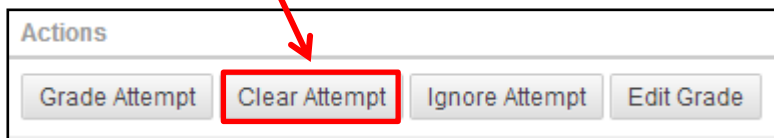
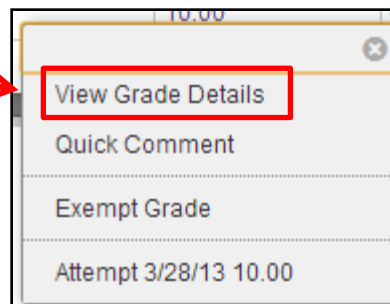
Click on the gray down arrow to the right of the student's test grade

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.

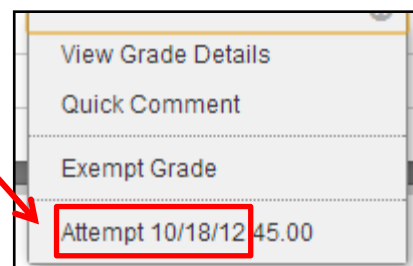
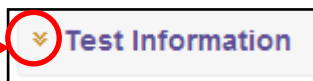


NOTE: If multiple attempts, be sure to check the dates and times of each attempt before clearing.

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

