

How to Ignore, Clear, or Allow Additional Assignment Attempt

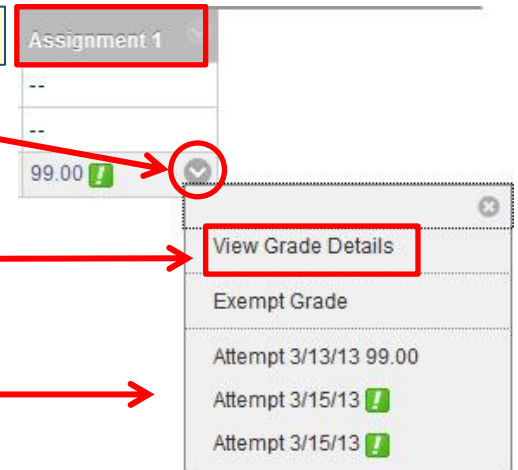
Step 1: Access "View Grade Details" screen for a student's attempt(s)

In the Grade Center, find the column for the assignment.

Click on **the gray down arrow** icon next to the "Needs Grading" icon for a student's submitted attempt

Click on **"View Grade Details"** option

The submitted attempts appear **chronological order**, with the most recent attempt at the bottom of the list



Step 2: Select appropriate action for each attempt

Submitted attempts appear here in **reverse chronological order**, with the most recent attempt at the top

Ignore Attempt option retains the submission but removes the grade from the grade center for already graded attempts or removes the "Needs Grading" icon for ungraded attempts. The "Ignore" action can be reversed.

Clear Attempt option, for graded or ungraded attempts permanently removes that submission. Once you click "Clear Attempt" you will need to confirm deletion

Allow Additional Attempt can be used when a student has submitted all their attempts and you do not want to use the Clear Attempt or Ignore Attempt option.

NOTE: To **view an attempt** before deciding to Clear or Ignore, you can use **Grade Attempt** option or click on **View Attempts** at the top of the screen.

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Mar 15, 2013 3:43:13 PM	Mar 15, 2013 3:43:13 PM (Needs Grading)	!			Grade Attempt Clear Attempt Ignore Attempt Edit Grade
Mar 15, 2013 3:43:03 PM	Mar 15, 2013 3:43:03 PM (Needs Grading)	!			Grade Attempt Clear Attempt Ignore Attempt Edit Grade
Mar 13, 2013 1:25:33 PM	Mar 13, 2013 1:25:33 PM (Completed)	99.00	You did a great job.		Grade Attempt Clear Attempt Ignore Attempt Edit Grade

This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt. Alternatively, you can mark an existing attempt as Ignored (Ignored Attempts are not accounted again the maximum number of attempts).

Allow Additional Attempt