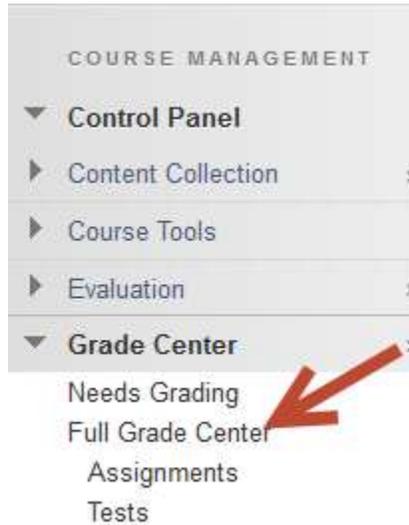


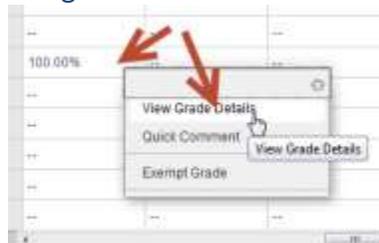
## Reset Attempts

Sometimes students upload the wrong document to an assignment or get disconnected from the internet while taking an exam. This requires the instructor to clear out (or reset) the work in progress so that the student may try again.

From the Control Panel, click on “Grade Center” then select “Full Grade Center.”



Find the grade column for that assignment/test then the student. Rollover the score in the appropriate cell in the grade center and click on the chevron to get to the menu. Select “View Grade Details.”



Then on the “Grade Details” screen, select “Clear Attempt.”



Click “Return to Grade Center” in the lower right hand corner of the screen when you are done.

