



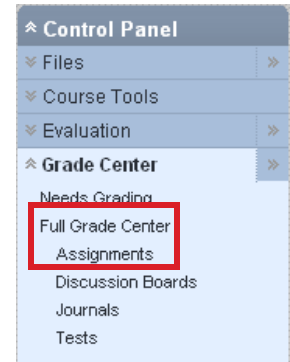
Assignments

Resetting an Assignment Attempt

Tips and Tricks

Tip: If you need to reset ALL assignment submissions for one assessment, go to that column in the Grade Center and use the action menu (chevron) for the column header. Click the option titled Clear Attempts for All Users.

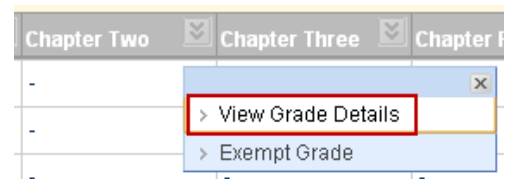
1. Go to the Control Panel and open the Grade Center by clicking on the Full Grade Center or Assignments smart view.



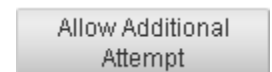
2. Locate the cell containing the assignment attempt you wish to clear and move the mouse over the cell to see the Action Menu/chevron.



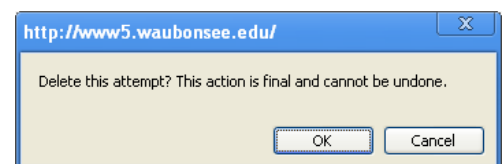
3. Click **View Grade Details** from the drop down list.



4. Click the **Allow Additional Attempt** button on the **Grade Details** page (on the bottom right).



5. Click **OK** to the warning message that appears.



6. Click **Return to Grade Center** at the bottom of the page to return to the **Grade Center**.

Note: At step 4 there is an option to use the **Clear Attempt** button. This will remove the data from the previous attempt (student record information) so should not be used.