

Faculty Tutorial: Grade Center: Clear a Student Attempt

Purpose: To show faculty members how to clear a student attempt, or grade, for an assessment in MyHills.

From within a course "Grade Center," hover your cursor over the attempt, or grade, you would like to clear. Then, click the drop-down arrow that appears.

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In the sub-menu that opens, click "View Grade Details."

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On the "Grade Details" page, click "Clear Attempt."

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In the pop-up window that appears, click "OK."

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The message "Attempt was cleared successfully" will appear at the top of the page.

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Click "Return to Grade Center" to return to the Full Grade Center.



In the "Full Grade Center," the attempt, or grade, should no longer appear for that student.

Note: Clearing an attempt will make an assessment available again to a student, as if he/she had not yet taken/submitted the assessment.

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Congratulations! You now know how to clear an attempt for an assessment in MyHills!

— Office of Online Learning —

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk Phone:** (641) 683-5333 | **Email:** <u>helpdesk@indianhills.edu</u> | **Web:** <u>www.indianhills.edu/helpdesk</u>