

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.

Grade Center : Full Grade Center ▾

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column ▾ Manage ▾ Reports ▾ Filter Discover Content Work Offline ▾

Move To Top Email ▾ Sort Columns By: Layout Position ▾ Order: ▲Ascending ▾

Grade Information Bar Last Saved: June 3, 2013 10:16 AM

Last Name	First Name	Username	Student ID	LU01: Quiz	LU03: Quiz	LU05: Quiz	LU08: Quiz
<input type="checkbox"/>	Dent	Stuart	stuart_dent	18.00	--	--	--
<input type="checkbox"/>	Learner	Janet	janet_learner		--	--	--

Selected Rows: 0 Move To Top Email ▾ Icon Legend

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

Grade Center : Full Grade Center ▾

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<input type="checkbox"/>	Dent	Stuart	stuart_dent	?	--	--	--
<input type="checkbox"/>	Learner	Janet	janet_learner	18.00	--	--	--

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View Grade Details Exempt Grade Attempt 5/29/13

Edit Rows Displayed

On the “Grade Details” page, click “Clear Attempt.”

Grade Details

User **Stuart Dent (stuart_dent)** < > Column **LU01: Quiz (Test)** < >

Current Grade: **Needs Grading** 1 out of 20 points **Exempt**
Grade based on Last Graded Attempt
Due: None
Calculated Grade
View Attempts

Attempts Manual Override Column Details Grade History

Delete Last Attempt Go

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
May 29, 2013 2:50:07 PM	May 29, 2013 2:51:51 PM (Needs Grading)	1			Grade Attempt Clear Attempt Ignore Attempt

Icon Legend

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

Message from webpage

Delete this attempt? This action is final and cannot be undone.

OK Cancel

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

Indian Hills Community College

MyHills Courses Community

Grade Center > Grade Details

Attempt was cleared successfully.

Grade Details

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.

Grade Center : Full Grade Center ▾

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Selected Rows: 0 Move To Top Email ▾ Icon Legend

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:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk