

Faculty Tutorial:

Grade Center: View a Student Attempt and Clear a Student Attempt

Purpose: To show faculty members how to view and clear a student attempt for an assignment or assessment in MyHills.

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

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

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	T NAME	FIRST NAME	GRADE SCOURSE	LAST ACCESS 💿	COURSE GRADE 💿	REFLECTION ESSAY ASSIGNMENT	0	CUU01: QUIZ (**WEBCAM**) - REQUIRES RESPONDUS LOCKDOWN BROWSER
Den	t	Stuart	F(33.33333%)	July 18, 2024	0.00%	Θ	0	0.00
Prin	ce	Diana	A(100.00%)	August 1, 2018	100.00%			

On the "Grade Details" page, click "View Attempts."

Grade Details		>
		Jump to
User Stuart Dent (stua	rt_dent) < > Column Reflection Essay Assignment (Assignment) < >	
Current Grade:	Needs Grading 😔 out of 40 points Exempt Grade based on Last Graded Attempt Due: None Calculated Grade	
	View Attempts	

The "Grade" page for the assessment will open. Here, you can view and/or grade a student's submission. If more than one assessment has been submitted, you may use the left-facing and right-facing arrows to scroll through submissions, one at a time.

Viewing 1 of 2 gradable items Image: Stuart Dent (Attempt 1 of 2)	Exit
┇、1/2 ピロッよ●山	Assignment Details ۲ د کلی ک
	GRADE LAST GRADED ATTEMPT
Reflections On the Benefits and Harms of Technology on Society	ATTEMPT 1 /40
Technology has had numerous beneficial impacts on society, transforming various aspects of our lives. Here are some key areas where technology has made a positive difference:	Submission
Healthcare: Advances in medical technology, such as Al-powered diagnostics and wearable health devices, have improved patient care and outcomes. the discontinuous and the discontinuous and and the discontinuous and the discontinuous and the discontinuous	Reflection Essay.docx

You can also grade test questions or assignment submissions, and add response feedback, as needed, from this area.

GRADE LAST GRADED ATTEMPT	_ /40
ATTEMPT 1 7/18/24 1:29 PM	35 /40
Grade by rubric	
Feedback to Learner	
For the toolbar, press ALT+F10 (Mac).	(PC) or ALT+FN+F10
Overall, this was a great reflect preferred that you expand a b areas, but I think you have a g the materials.	tion. I would have bit more within your key good understanding of
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Note: For additional information on grading assessments, please see the faculty tutorial "Grade Center: Needs Grading." Click "**Save and Next**," to save grading/feedback and continue to the next student who has submitted the assessment. Click "**Save and Exit**" to save grading/feedback and return to the "Grade Details" page. Click "**Exit**" to return to the "Grade Details" page without saving.

Once you exit the assessment viewing area, you will be taken back to the "Grade Details" page. If you chose one of the options to "Save" the assessment (above), a "successfully edited" message will appear at the top of the page.



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

## **Grade Center: Clear a Student Attempt**

Now that you know how to grade a student attempt, let's work through 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. In the sub-menu that opens, click "View Grade Details."

Grade	e Center : F Grade Center disp	ull G	rade Center ©	he Grade Center and is	the default view of the G	rade Center. More H	Help		
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0	LAST NAME		FIRST NAME 📀	©COURSE GRADE	REFLECTION S ESSAY ASSIGNMENT	LU01: QUIZ (**WEBCAM**) - REQUIRES RESPONDUS LOCKDOWN BROWSER		PERSONAL SEFLECTION JOURNAL	
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Current Grade:	10.00 out of 10 point Grade based on Last 0 Due: None Calculated Grade 10.0 View Attempts	S Exempt Graded Atte	mpt					
Attempts Ma	nual Override Column D	etails	Grade History		Delete Lad	Attempt	v	G
Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions	Attempt		
Aug 1, 2018 10:10:07 AM	Aug 1, 2018 10:25:14 AM (Completed)	10.00			View Attempt	Clear Attempt		

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

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



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



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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	LAST NAME 📀	FIRST NAME 📀		REFLECTION SSAY ASSIGNMENT	LU01: QUIZ (**WEBCAM**) - REQUIRES RESPONDUS LOCKDOWN BROWSER
	Dent	Stuart	F(46.875%)	35.00	0.00

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: <u>www.indianhills.edu/tutorials</u>.

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>