

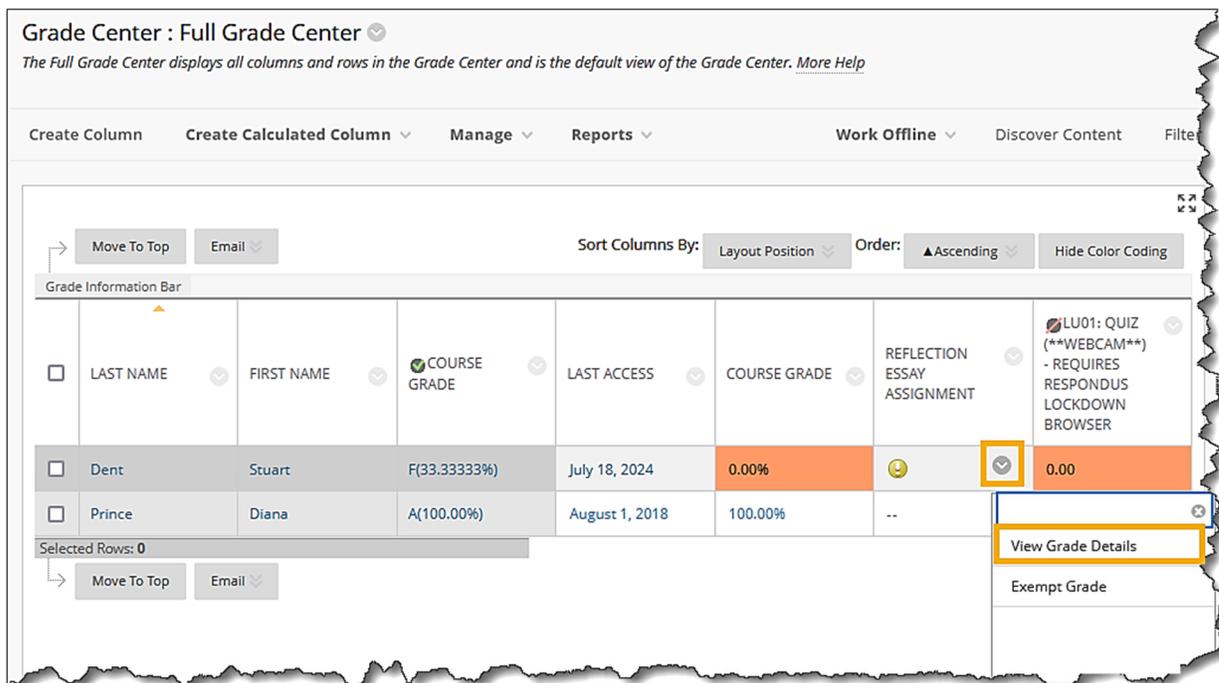
Faculty Tutorial:

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.”



Grade Center : Full Grade Center ▼
The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

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

Move To Top Email ▼ Sort Columns By: Layout Position ▼ Order: ▲Ascending ▼ Hide Color Coding

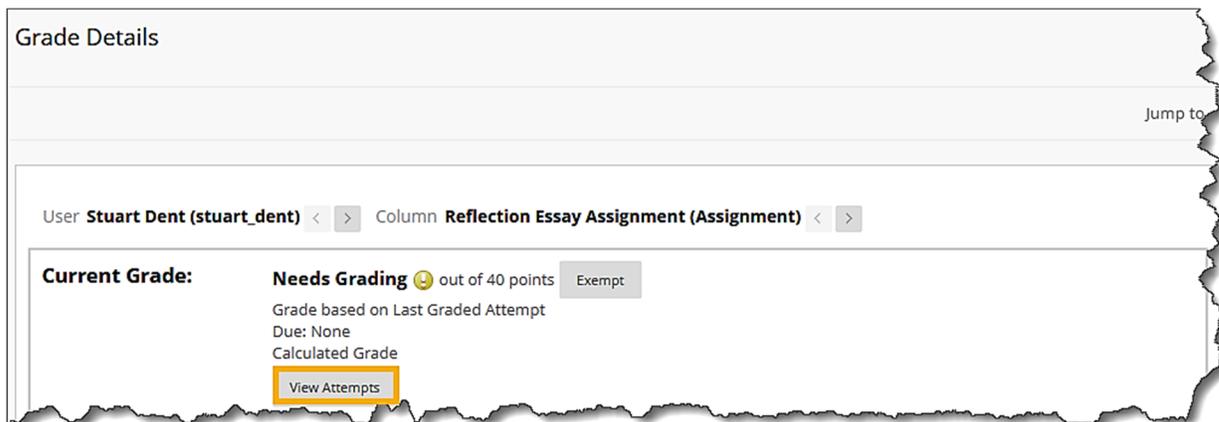
<input type="checkbox"/>	LAST NAME ▼	FIRST NAME ▼	COURSE GRADE ▼	LAST ACCESS ▼	COURSE GRADE ▼	REFLECTION ESSAY ASSIGNMENT ▼	LU01: QUIZ (**WEBCAM**) - REQUIRES RESPONDUS LOCKDOWN BROWSER ▼
<input type="checkbox"/>	Dent	Stuart	F(33.33333%)	July 18, 2024	0.00%	🟡	0.00
<input type="checkbox"/>	Prince	Diana	A(100.00%)	August 1, 2018	100.00%	--	

Selected Rows: 0

Move To Top Email ▼

View Grade Details
Exempt Grade

On the “Grade Details” page, click “View Attempts.”



Grade Details

Jump to

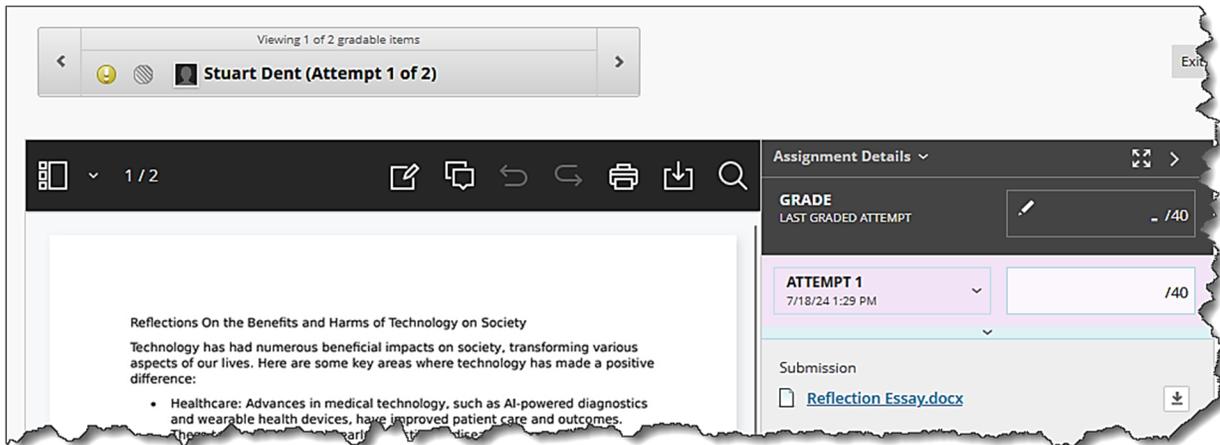
User **Stuart Dent (stuart_dent)** < > Column **Reflection Essay Assignment (Assignment)** < >

Current Grade: **Needs Grading** 🟡 out of 40 points Exempt

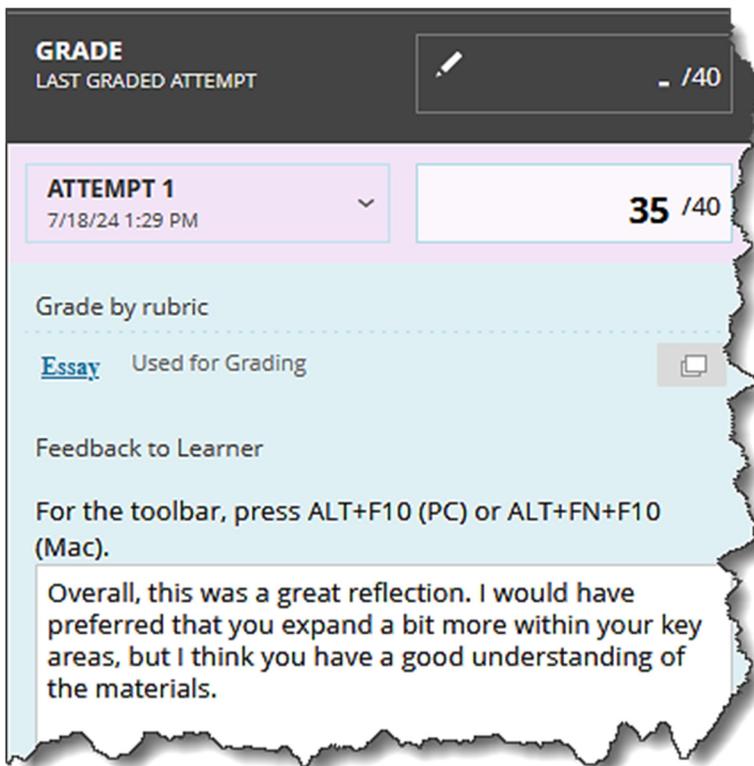
Grade based on Last Graded Attempt
 Due: None
 Calculated Grade

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.



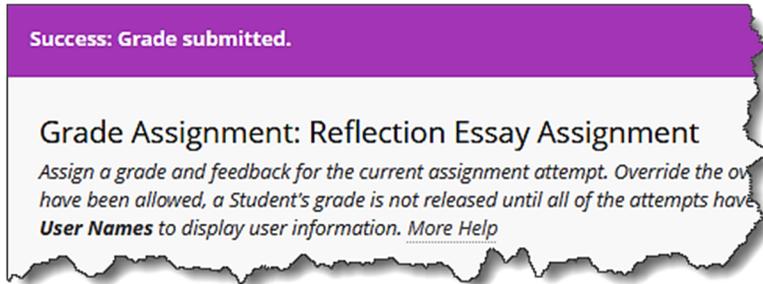
You can also grade test questions or assignment submissions, and add response feedback, as needed, from this area.



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.

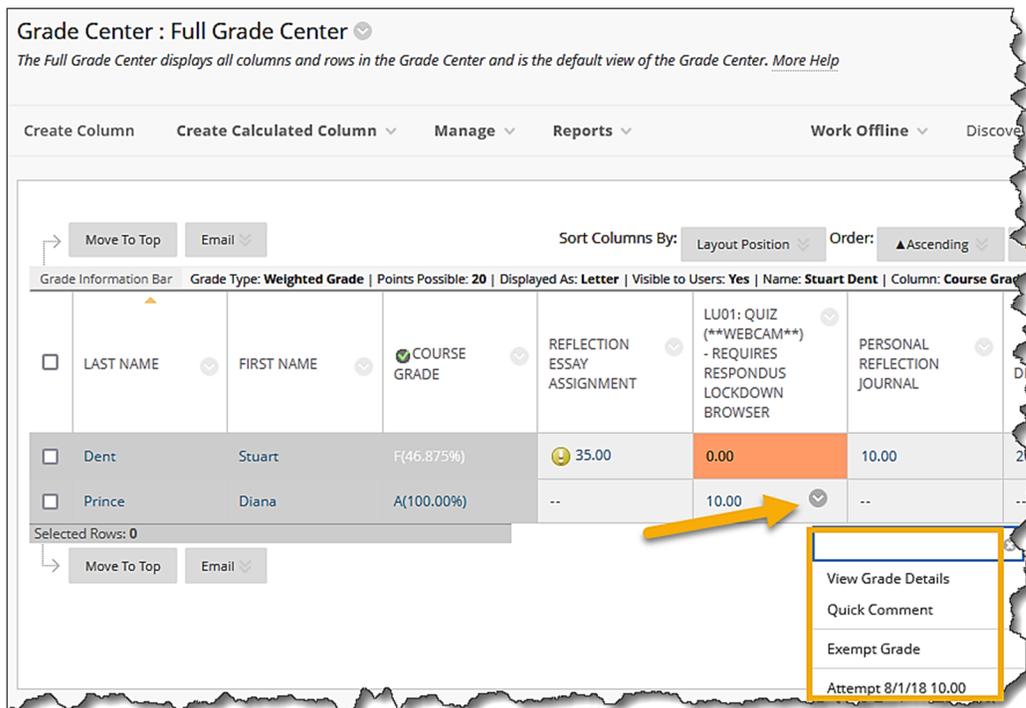


Congratulations! You now know how to view an attempt for an assessment in MyHills!

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.”**



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

User **Diana Prince (diana_prince)** < > Column **LU01: Quiz (**Webcam**) - Requires Respondus LockDown Browser (Test)** < >

Current Grade: **10.00** out of 10 points **Exempt**
Grade based on Last Graded Attempt
Due: None
Calculated Grade 10.00
View Attempts

Attempts | Manual Override | Column Details | Grade History

Delete Last Attempt ▾ Go

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Aug 1, 2018 10:10:07 AM	Aug 1, 2018 10:25:14 AM (Completed)	10.00			View Attempt Clear Attempt Ignore Attempt

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

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

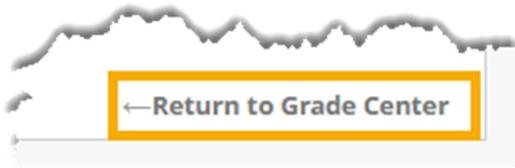
OK Cancel

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

Attempt was cleared successfully.

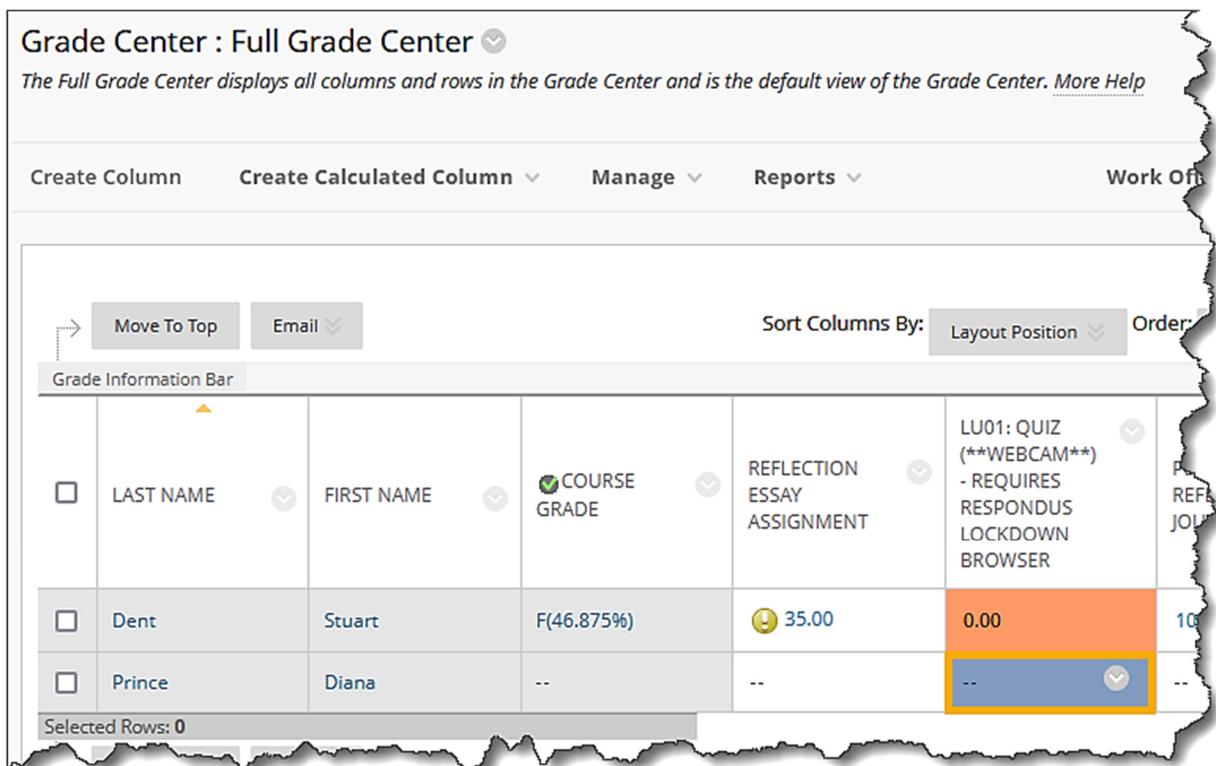
Grade Details

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.



	LAST NAME	FIRST NAME	COURSE GRADE	REFLECTION ESSAY ASSIGNMENT	LU01: QUIZ (**WEBCAM**) - REQUIRES RESPONDUS LOCKDOWN BROWSER	
<input type="checkbox"/>	Dent	Stuart	F(46.875%)	35.00	0.00	10
<input type="checkbox"/>	Prince	Diana	--	--	--	--

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