

View and Clear Attempt

From within the module's Control Panel:

1. Select the Grade Centre link.
2. Find the column for the quiz/test in the Grade Centre and match it to the row with the student who encountered problems.
3. Roll-over the Grade Centre cell where the column and row meet and select the down-arrow contextual menu that appears.
4. From the drop-down menu, select **View Grade Details**.

The screenshot shows a 'Grade Information Bar' at the top with 'Move To Top' and 'Email' buttons. Below is a table with columns for 'Last Name', 'First Name', 'Chapter 1', 'Chapter 3', 'SUR TEST 2 Coj', and 'Test 1 (chapt)'. The table lists students with their names and scores. A contextual menu is open over the 'Test 1' column for 'Student 1', showing options: 'View Grade Details', 'Quick Comment', and 'Exempt Grade'.

Last Name	First Name	Chapter 1	Chapter 3	SUR TEST 2 Coj	Test 1 (chapt)
Student	Test	--	--	--	--
Student 1	Andrew	42.00%	44.00%	--	--
student 10	Test	50.00%	--	--	--
Student 2	Test	55.00%	--	--	--
Student 3	Test	48.00%	--	--	--
student 4	Test	79.00%	--	--	--
student 5	Test	52.00%	--	--	--
student 6	Test	64.00%	--	--	--
student 7	Test	82.00%	--	--	--
student 9	Test	54.00%	--	--	--

5. In the **Grade Details** window that opens select the **Clear Attempt** button.
6. You can clear specific attempts, allowing a student to retake a test or redo an assignment. For example, if a student encountered technical problems and only partially completed a test, clear the grade to allow a retake. If you clear a grade that has a previous attempt, the previous attempt becomes the current grade. The **Ignore Attempt** function allows you to not include the attempt's score in a student's grade calculations. The submission will not count against the maximum number of attempts.

Grade History

The screenshot shows a 'Grade History' section with a 'Delete' dropdown set to 'Last Attempt' and a 'Go' button. Below is a table with columns: 'Saved', 'Value', 'Feedback to User', 'Grading Notes', and 'Actions'. The table shows a student with a score of 51 and a green exclamation mark icon. The 'Actions' column contains buttons for 'Grade Attempt', 'Clear Attempt', 'Ignore Attempt', and 'Edit Grade'. Below the table is a text box and an 'Allow Additional Attempt' button.

Saved	Value	Feedback to User	Grading Notes	Actions
51	!			Grade Attempt Clear Attempt Ignore Attempt Edit Grade

or this assignment. You may allow this student to submit an additional attempt. (Attempts are not accounted against the maximum number of attempts).

Allow Additional Attempt

7. When prompted, select the **OK** button to clear the attempt.