Clear Submitted Assignments

UFV TEACHING AND LEARNING asktlc@ufv.ca

Clear Submitted Assignments

You can clear a students attempt on an assignment so they can re-submit it. This can offer usually be prevented by providing students multiple attempts at an assignment.



1. On the left menu under Course Management click Grade Center and Assignments.



- 2. Move the mouse to the right of the graded or ungraded submission and you will see a down arrow.
- 3. Click View Grade Details Ungraded submission Graded submission Θ 10.00 O View Grade Details View Grade Details Exempt Grade Quick Comment Attempt 1/3/23 🕓 Exempt Grade n Leş Attempt 1/3/23 10.00 Edit Dov **D**:

4. Click Clear Attempt

Current Grade:	Needs Grading 🕓 out of 10	points Exempt				
	Grade based on Last Graded Att Due: None Calculated Grade	empt				
	View Attempts					
Attempts Manual C	Override Column Details Grad	e History				
				Delete	Last Attempt	✓ Go
Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions	
Jan 3, 2023 1:27:49 PM	Jan 3, 2023 1:27:49 PM (Needs Grading)	e			View Attempt Ci Ignore Attempt	lear Attempt Edit Grade
This user has submitted the maximum Alternatively, you can mark an existing	n number of attempts allowed for this assignment. g attempt as ignored (ignored Attempts are not cou	You may allow this stude nted against the maximu	nt to submit an additional attempt. im number of attempts).	Allow Additional Attempt		

5. Confirm that you want to delete the attempt.



6. You will see a notice at the top of your window that states the attempt was cleared successfully and you will be directed back to the grade info.

Attempt was cleared successfully.

7. Go back to the grade centre and see that the attempt has been cleared.



Interested in more educational tools? Check out our How-To Guides at: <u>www.ufv.ca/myclass/faculty-centre/faculty-tutorials</u> or email us at <u>asktlc@ufv.ca</u>

