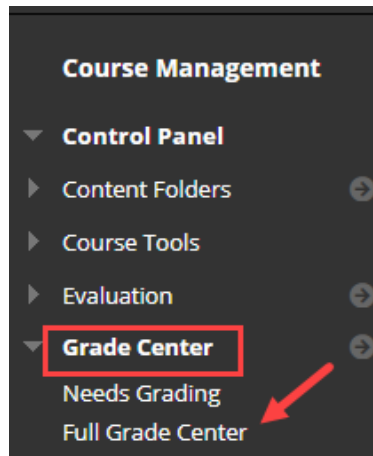# RESET A TEST ATTEMPT

If a grading error has occurred or a technical glitch causes an incomplete test attempt, the instructor can reset a student's test or quiz attempt by accessing the grade in Grade Center.
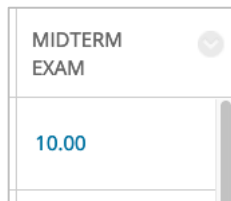
Instructions

1. In the Course Management menu, under Grade Center, select **Full Grade Center.**

2. Navigate to the grade column of the test in question. (For tests that have been automatically graded, you will see a score in the grade cell. For tests that have questions needing manual grading, you will see an exclamation point icon.)
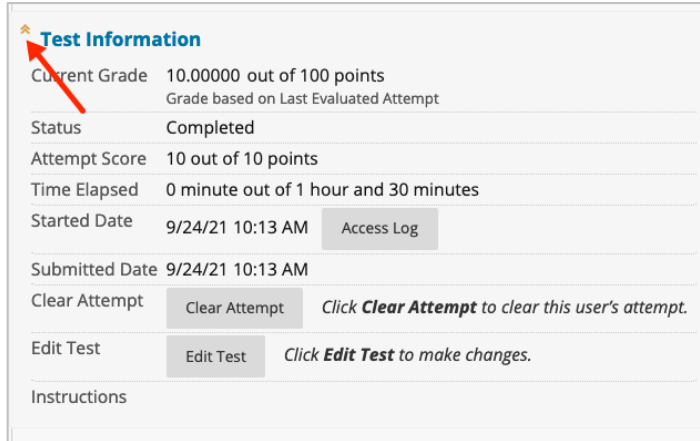

3. Place your mouse over the cell of the grade that needs to be reset for the student. Click the **down arrow** and select the **Attempt** (followed by a date) from the menu.
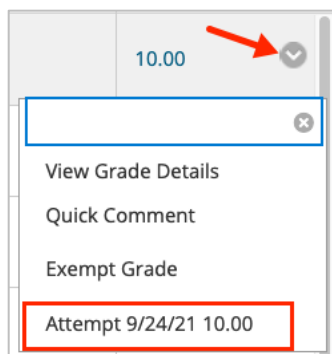
4. The test will open in ulearn. Click **Test Information** to expand the menu.
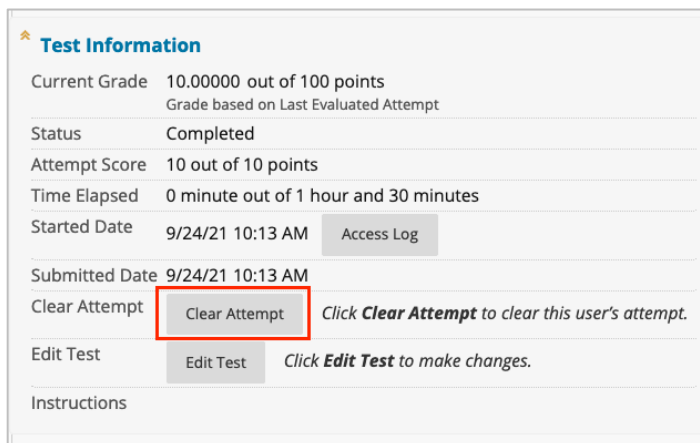
5. Then, click **Clear Attempt**, which will allow the student to take the test again.
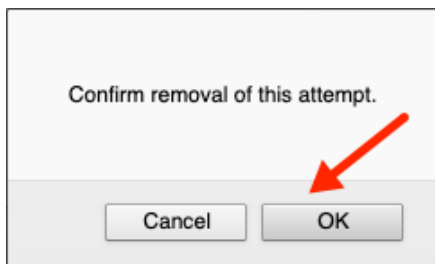
6. When prompted, confirm removal of the attempt by clicking **OK**.