

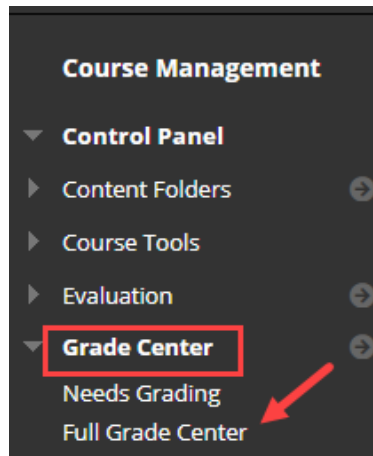
# RESET A TEST ATTEMPT

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.

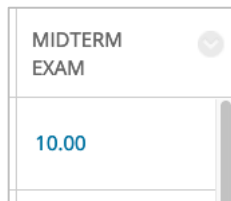
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## Instructions

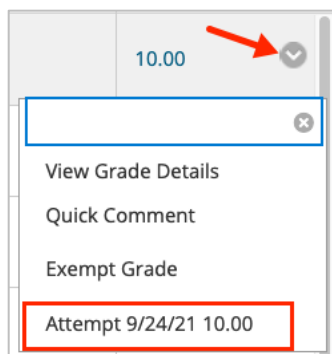
1. In the Course Management menu, under Grade Center, select **Full Grade Center**.



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.)

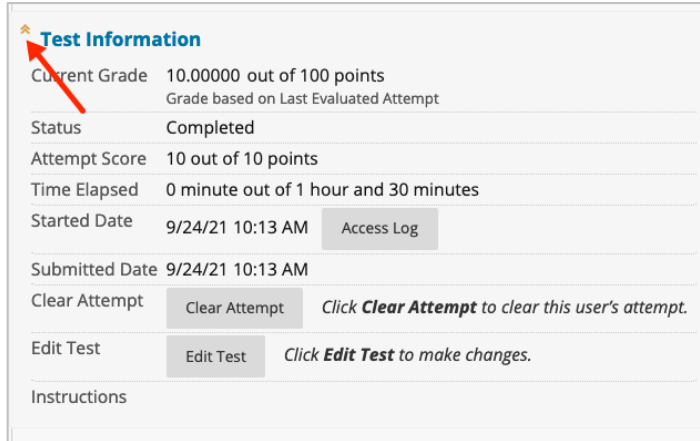


3. Place your mouse over the cell of the grade that needs to be reset for the student. Click the **down arrow** and select the **Attempt** (followed by a date) from the menu.



# RESET A TEST ATTEMPT

4. The test will open in ulearn. Click **Test Information** to expand the menu.



**Test Information**

Current Grade 10.00000 out of 100 points  
Grade based on Last Evaluated Attempt

Status Completed

Attempt Score 10 out of 10 points

Time Elapsed 0 minute out of 1 hour and 30 minutes

Started Date 9/24/21 10:13 AM [Access Log](#)

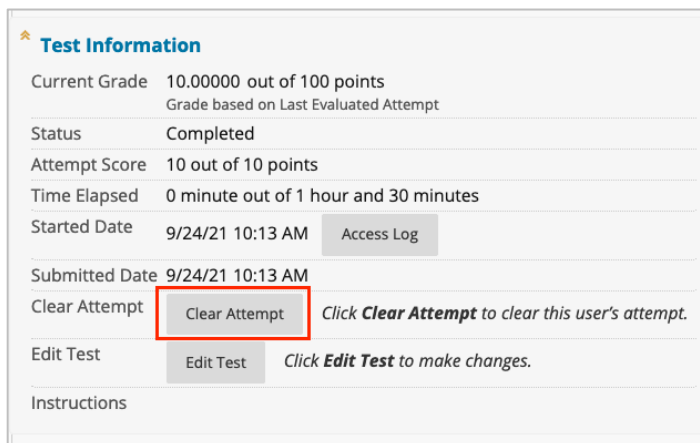
Submitted Date 9/24/21 10:13 AM

Clear Attempt [Clear Attempt](#) *Click **Clear Attempt** to clear this user's attempt.*

Edit Test [Edit Test](#) *Click **Edit Test** to make changes.*

Instructions

5. Then, click **Clear Attempt**, which will allow the student to take the test again.



**Test Information**

Current Grade 10.00000 out of 100 points  
Grade based on Last Evaluated Attempt

Status Completed

Attempt Score 10 out of 10 points

Time Elapsed 0 minute out of 1 hour and 30 minutes

Started Date 9/24/21 10:13 AM [Access Log](#)

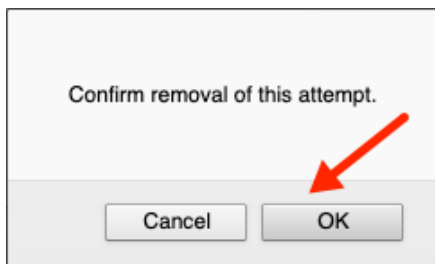
Submitted Date 9/24/21 10:13 AM

Clear Attempt [Clear Attempt](#) *Click **Clear Attempt** to clear this user's attempt.*

Edit Test [Edit Test](#) *Click **Edit Test** to make changes.*

Instructions

6. When prompted, confirm removal of the attempt by clicking **OK**.



Confirm removal of this attempt.

[Cancel](#) [OK](#)