



How do I reset an assignment attempt?

1. From the Control panel, click on **Grade Center**
2. Click on **Full Grade Center**
3. Scroll to the student's name whose assignment you need to reset. It should display an exclamation mark to indicate that it needs marking.
4. Click on the arrow next to the student's name

Last Name	First Name	Username	Student ID	Last Access	Availability	Blogs for group	Wiki for groups	Journals for	Individual assignments
Crow	Jim (S6)	student6		05 October 2011	Available	--	--	--	! [v]
De Spell	Magica (S10)	student10		05 October 2011	Available	--	--	--	!

5. Select the **View Grade Details** option
6. Click on **Clear Attempt**

User **JC (Johannes) Bezuidenhout (u12256936)** Column **Individual Assignment: Due date - 15 April at 12:00 (Assignment)**

Current Grade: Needs Marking ! out of 100 points
Grade based on Grade of Last Attempt
Due: 15-Apr-2012
Calculated Grade
[View Attempts](#)

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
03-Feb-2012 22:41:37	10-Apr-2012 19:43:34 (Needs Marking)	!			View Attempt 6 Clear Attempt Edit Grade

This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt. [Allow Additional Attempt](#)

[Return to Grade Centre](#)

7. Click on **OK**
8. Click on **Return to Grade Center**