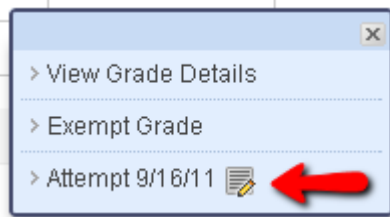


How to **Clear** or **Submit** a Test Attempt

1. In the Grade Center, find the cell corresponding to the student (row) and the test (column) that needs to be cleared or submitted. Click the ActionLink menu that appears for that cell.



2. A menu opens for that cell. Select the link to the Attempt (date)



3. When that attempt for that student opens, click the Test Information link. This will reveal two buttons:
 - **Submit Attempt:** use this if you need to “force submit” a hanging attempt that has been left in progress by the student.
 - **Clear Attempt:** use this if you need to reset the attempt for this student. This will clear all answers that were given for this attempt. If the test link is still available to students (check the Display After and Display Until dates), this student will be able to begin a new attempt of the test.

