How to Ignore, Clear, or Allow Additional Assignment Attempt

**Step 1: Access “View Grade Details” screen for a student’s attempt(s)**

- In the Grade Center, find the column for the assignment.
- Click on the gray down arrow icon next to the “Needs Grading” icon for a student’s submitted attempt.
- Click on “View Grade Details” option.
- The submitted attempts appear **chronological order**, with the most recent attempt at the bottom of the list.

**Step 2: Select appropriate action for each attempt**

- Submitted attempts appear here in **reverse chronological order**, with the most recent attempt at the top.

**Ignore Attempt** option retains the submission but removes the grade from the grade center for already graded attempts or removes the “Needs Grading” icon for ungraded attempts. The “Ignore” action can be reversed.

**Clear Attempt** option, for graded or ungraded attempts permanently removes that submission. Once you click “Clear Attempt” you will need to confirm deletion.

**Allow Additional Attempt** can be used when a student has submitted all their attempts and you do not want to use the Clear Attempt or Ignore Attempt option.

**NOTE:** To view an attempt before deciding to Clear or Ignore, you can use **Grade Attempt** option or click on **View Attempts** at the top of the screen.

For assistance, contact the Instructional Resource Center, irchelp@uconn.edu; (860)486-5052