

DELETING AND CLEARING GRADES

During your grading tasks, you may need to delete a grade or revert a grade back to its previous state. For example, you can reset a test to give a student who experienced technical problems another chance. You accomplish these tasks through the Grade Center. Grades that you delete have the override grade and associated comments deleted.

HOW TO DELETE A GRADE FROM THE GRADE CENTER PAGE

You can set grades to null by typing the NULL character (-) in the cell.

1. Click within the graded cell.
2. Press DELETE or BACKSPACE to delete the grade.
3. Press ENTER. If you do not press ENTER and attempt to exit the entry cell or Grade Center, a pop-up window appears asking if you want to save the grade entry. In the pop-up, click **OK** to save the grade.
4. Click OK to null the grade value. Grades you set to NULL display a dash (-).

HOW TO CLEAR AN ATTEMPT ON THE GRADE DETAILS PAGE

1. Access a graded item's contextual menu and select **View Grade Details**.
2. On the **Grade Details** page, click **Clear Attempt** on the **Attempts** tab.
3. Click **OK**.
4. Click **Return to the Grade Center**.