1. Go to Full Grade Center and find the attempt.

2. Mouse-over the attempt icon to invoke the grey arrow (pull-down menu) to the right of the icon, and click on it to expand the menu. Click on the attempt to open it.
Clearing a student’s attempt at a test

Avery Point Academic Center

3. Click the double arrow to the left of “Test information” to expand your menu of options.

4. Click “Clear Attempt”

5. Click “OK” to confirm removal of this attempt.

6. You will next see the next student’s attempt from Grade Center. Simply click “Exit” to go back to the Grad Center screen.