Ignoring an Attempt of an Assignment or Test

In this tutorial, you will learn how to navigate to the Grade Center and mark an attempt of an assessment as “Ignored”. Marking an attempt as “Ignored” allows the student to resubmit an assessment. The ignored attempt will remain in the student’s Grade History and can be accessed in case you need it in the future. Ignored attempts do not count towards the maximum number of attempts allowed and are not included in Grade Center calculations.

Please be aware that assessments marked as “Ignored” may still appear in the Needs Grading Smartview.

1. In your course, scroll down to the **CONTROL PANEL**. Click the **GRADE CENTER** menu to expand it and select **FULL GRADE CENTER**.

2. In the **GRADE CENTER**, roll your mouse over the grade cell associated with the attempt you want to clear.

   Click on the gray arrow button that appears. Select **VIEW GRADE DETAILS** from the context menu that appears.

3. You will be taken to the **GRADE DETAILS** page.

   On the **ATTEMPTS** tab, you will see several options for managing the grade.

   Click the **IGNORE ATTEMPT** button.
4. The student’s attempt will be labeled as “Attempt Ignored”. Also, the “Ignore Attempt” button will change into a “Do Not Ignore Attempt” button, allowing you to undo this action if needed.

If the assessment is still available to students, and the student’s maximum number of attempts has not been reached yet, the student can try completing the assessment again.

**Instructor’s Grade Center View of an Ignored Attempt**

The student’s grade cell now will appear as having been cleared. However, you can quickly review the student’s attempt history for the assessment by rolling your mouse over the grade cell and clicking the gray context button that appears. The menu that appears will show you that an attempt had been made and ignored.

**Student’s Grade Center View of an Ignored Attempt**

The student’s grade entry in the My Grades tool will appear as though blank.

**My Grades**

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Alignments</th>
<th>Due Date</th>
<th>Last Student Activity</th>
<th>Last Instructor Activity</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1: Research Paper</td>
<td>Alignments</td>
<td>Nov 22, 2012</td>
<td>Nov 14, 2012 4:40 PM</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>
However, by clicking on the dash symbol in the cell, the student can review the ignored attempt’s submission history.

### My Grades

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Alignments</th>
<th>Due Date</th>
<th>Last Student Activity</th>
<th>Last Instructor Activity</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1: Research Paper</td>
<td>Alignments</td>
<td>Nov 27, 2012</td>
<td>Nov 14, 2012 4:40 PM</td>
<td>$100</td>
<td></td>
</tr>
</tbody>
</table>

### Review Submission History

1. **Review Submission History**

   Submission (November 14, 2012 4:38:30 PM CST)

   **Submission Materials**
   - Submission Field:
   - Student Comments:
   - Attached Files: `asterisk-paper-1.docx`

   **Instructor Feedback**
   - Grade: This attempt has been ignored and will not be included in Grade Center calculations.