In this lesson, you will learn how to:

- Allow students to resume an interrupted test
- Omit assignment results for a student
- Delete assignment results for a student
- Submit zero scores for an assignment
- Drop lowest scores for a category

**Allow students to resume an interrupted test**

In Lesson 3, you learned how to set the option for resuming an interrupted quiz or test. If you chose the Restricted Access or Blocked Access option, you must take action to allow students to resume the interrupted quiz or test. In this lesson, you will learn how to enable access to an interrupted test.

**Restricted Access Incomplete Test**

Your previous test and your work in progress have been saved. You may

- Contact your instructor for permission to resume your incomplete test. Your instructor may or may not allow you to reaccess it.
- Start a new test.

1. **Search for an interrupted test.**
   In the Gradebook, click **Tests** to open the spreadsheet view. Look for test attempts that display the words "access needed."

<table>
<thead>
<tr>
<th>Class Roster</th>
<th>Average</th>
<th># of Results</th>
<th>Test 1</th>
<th>Test 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Average</td>
<td>82.5%</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Class Median</td>
<td>85%</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td># of Results</td>
<td>--</td>
<td>4</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Training, Student 1</td>
<td>--</td>
<td>0</td>
<td>access needed</td>
<td>--</td>
</tr>
<tr>
<td>Training, Student 2</td>
<td>83.3%</td>
<td>1</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Training, Student 3</td>
<td>66.7%</td>
<td>1</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Training, Student 4</td>
<td>93.3%</td>
<td>1</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Training, Student 5</td>
<td>86.7%</td>
<td>1</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>
2. Enable access to the interrupted test.
   Click **access needed** to go to student's Results page. Select **Enable Access** from the Actions dropdown list for the interrupted test, and click **Go**. The test now displays the words "**retake allowed**", and the student will be able to re-access the test.

   ![Results Table]

   **Note: You have the option to disable access at any time before the student retakes the test.**

**Up To Speed**

If you have multiple students needing access to one or more interrupted quizzes or test, use the Enable Access to Incomplete Tests page to enable access to specific quiz or test attempts. In the Gradebook, select **Enable Access** from the **More Gradebook Tools** dropdown list. On the Enable Access to Incomplete Tests page, click a quiz or test name to see the list of students needing access.

   ![Enable Access to Incomplete Tests]

   Check the box for an attempt, or check the box for the test and click **Update** to enable access.

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**Omit assignment results for a student**

In Lesson 5, you learned how to omit the results of an assignment from the calculation of the course grade. You also have the option of omitting a particular student's results on an assignment. In this lesson, you will learn how to omit an assignment result for a student.
1. **Omit an assignment result.**
   In the Gradebook, click the student's name to go to the Results page. On the Results page, select **Omit** from the Actions dropdown list for the assignment, and click **Go**. The omitted assignment result is grayed out and does not count towards the student's course average.

2. **Include an assignment result.**
   Omitted results remain in the Gradebook and can be restored at a later time. In the student's Results page, select **Include** from the Actions dropdown list for an omitted assignment, and click **Go**. The assignment now counts towards the student's course average.

### Delete assignment results for a student

You can delete assignment results, permanently removing the student's attempt for the assignment. Deleted results cannot be restored so be sure you no longer need to retrieve the result later; otherwise omit the result. In this lesson, you will learn how to delete assignment results for one or more students.

1. **Delete an assignment result for one student.**
   In the Gradebook, click the student's name to go to the Results page. On the Results page, select **Delete** from the Actions dropdown list for the assignment, and click **Go**. Click **OK** in the pop-up alert box. The deleted assignment result is permanently removed and the assignment reverts to an unopened state for that student.

   **Tip:** To delete all assignments results for one student, return to the main Gradebook page and select **Delete Results** from the More Gradebook Tools dropdown list. On the Delete Results page, select the per Student tab.

2. **Delete assignment results for all students.**
   You also have the option to delete results for one or more assignments for the whole class. In the Gradebook, select **Delete Results** from the More Gradebook Tools dropdown list. On the per Assignment tab, the **Current # of Results** column shows you the number of scores recorded for each assignment.
Check the box to the left of the first assignment and click Update. Click OK in the pop-up warning box and click OK in the confirmation box. All results for the assignment are deleted and today’s date is displayed in the Last Deleted column.

**Tip:** Delete results to revert an assignment to an unopened state so that you can edit the assignment. This is useful prior to the beginning of the term when you are designing your course. You can test the course as a student and then delete results to allow further editing of the assignments.

Submit zero scores for an assignment

If a homework, quiz, or test is not started by a student, or if a quiz or test is interrupted, the assignment is considered incomplete and the program will not record a grade for that assignment. If you set your Score Calculations to Current average (refer to Lesson 5), the incomplete assignment is not included in the calculation of the course average and could give students an inaccurate view of their grade in the course. In this lesson, you will submit zero scores for incomplete assignments.

1. **Submit a zero score for a student.**
   In the Gradebook, click the student's name to go to the Results page. On the Results page, select Submit Score from the Actions dropdown list for the incomplete assignment, and click Go. On the Submit Score window, enter 0 in the Points Correct box and click OK. Click OK in the pop-up alert box.
The assignment now displays with a score of 0. Hover your mouse over the asterisk next to the score to view the date of the submission.

2. **Submit zero scores for all students.**

You can submit zero scores for one or more assignments for one or more students. In the Gradebook, click **Manage Incompletes** in the toolbar. On the Manage Incompletes page, click an assignment name to see the list of students without results for that assignment.

**Note:** For students with in-progress quizzes or test, you can choose to submit zero scores or submit current scores. The quiz or test will automatically be terminated for the student.
In this lesson, you will learn how to drop up to five of the lowest scores for assignments in any Gradebook category for your class.

1. **Update the Gradebook.**
   Lowest scores are based on student results at the time you drop the scores, so you should make sure your Gradebook is up to date before you drop any scores. If necessary, you should change scores, omit results, delete results, or submit zero scores as needed.

2. **Drop lowest scores for a gradebook category.**
   In the Gradebook, select Drop Lowest Scores from the More Gradebook Tools dropdown list. For this lesson, you will drop the two lowest homework scores. Select 2 from the dropdown list for the Homework category. Click Drop Lowest Scores, and click OK in the confirmation window. The program records the date, and displays this above the category list.

   **Note:** Assignment weighting is not taken into account when dropping lowest scores.
Note: Lowest scores are based on student results at the time when you drop the scores. Future scores are not considered until you drop lowest scores again. If you drop lowest scores more than once in a term, any previously dropped scores that are no longer the lowest will be restored.

Tip: You can reverse the process and include dropped scores back into the Gradebook by dropping 0 lowest scores for the category.