

Grading and Reports

Last Modified on 07/23/2021 10:47 am EDT

Tutorials collects and presents to instructors detailed class and individual student results and activity data. This page provides instructor instructions with annotated illustrations on how to access this data online and export it.

Hide All Answers

How does grading in Tutorials work ?

As Tutorial assignments are designed for low-stakes practice with particular skills, they are graded at 100% for completion, no matter how the student performs. Students have to complete each question to proceed through the steps, but they do not have to get them correct.

Instructors who want more accountability have the ability to review the answers and adjust the overall score using the Override Grade tool. This can be done through the Class Activity Report.

Student Submission Report for **Lisa Simpson-MKECQ**
(lsimpsonmkecq@evergreener.edu)

Export Submission Data

- Completion Date: **07/01/21 01:09 PM**
- Current Grade: **0%† [How are grades calculated?]**
- Time Spent: **4:28**

[Reset Submission](#) [Override Grade](#)

†This student's grade at the time the Grades Accepted Until date passed was 0%. This is the grade that will be exported, and is the grade submitted to your LMS if you are using LMS integration. The student kept working after the Grades Accepted Until date, and his/her current grade is 100%. You can override the student's grade here if you wish.

Search:

Question	Response	Grade	
2.1. (Drag-the-Choices) Suppose you wish to study the topic of mass incarceration...	1,1,0,1	0%	All Question Responses
2.2. (Drag-the-Choices) Suppose you wish to study the gender identity. Identify...	1,1,1,1	100%	All Question Responses
4.1. (Drag-the-Choices) From this list of questions, identify those that you...	0,1,1,0,0,0,1,0	0%	All Question Responses
4.2. (Essay) Select one of the following sociological research questions:How...	free response here (3 words) [View Response]	Add Comment	All Question Responses
4.3. (Essay) Based on what you've learned so far, 2-4 sentences,...	free response here (3 words) [View Response]	Add Comment	All Question Responses
4.4. (Passage-Click) When reading about sociological research, we sometimes...	0	100%	All Question Responses
5.1. (Essay) Choose one concept from the list below to develop into...	social change (2 words) [View Response]	Add Comment	All Question Responses
5.2. (Essay) In the space below write out your research question....	free response here (3 words) [View Response]	Add Comment	All Question Responses
5.3. (Essay) In the space below, write a short paragraph (three...	free response here (3 words) [View Response]	Add Comment	All Question Responses

[Return to Class Report](#)

Students see messaging about their instructor's ability to adjust grades at the beginning and end of each tutorial activity.

Messaging provided at the beginning of an assignment:

HOW SCORES ARE CALCULATED

You must complete all tasks in this tutorial to receive a 100% completion score.

If this workshop has been assigned by your instructor, make sure that you have joined your instructor's student set. You can join a student set by clicking the gear menu at upper right.

Your score and responses will be recorded for your instructor to see; your instructor may adjust your score as they see fit. You can leave the tutorial at any time, and your work will be saved when you return.

Messaging provided at the end of an assignment:

Conclusion

Great work! You've now completed the Sociological Writing Tutorial: Organizing Your Ideas, with a completion score of **100%!***

Once you organize your outline, begin to write. Don't worry about grammar and style in early drafts; instead, focus on getting your thoughts on paper and make revisions and adjustments later. Remember, writing is a process. You should go through many drafts. Getting your ideas organized from the start is a great way to begin.

**Note this is a preliminary score. Your instructor may read your written responses and adjust your score accordingly.*

How do I view my Average Student Set Results?

To view average results for your Student Sets, on the activity list, click on the Select a Student Set dropdown menu and choose a specific Student Set.



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 **Writing for Sociology Tutorials**

SELECT A STUDENT SET 

 Student Grades

 Export This Data

ASSIGNMENT TITLE	GRADES ACCEPTED UNTIL	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE
Organizing Your Ideas	—	—	—	—
Choosing A Research Method	—	—	—	—
Concluding Your Paper	—	—	—	—
Developing Research Questions	—	—	—	—
Writing An Effective Introductory Paragraph	—	—	—	—
Evaluating Sources	—	—	—	—

After selecting a class from the Student Set menu, the chart will be updated with the Student Set average results.



228949 (Tutorial Help Notes) ↓

Export This Data



3



4



5



6



Student Grades



7

ASSIGNMENT TITLE	GRADES ACCEPTED UNTIL	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE	
Organizing Your Ideas	06/25/20 11:59 PM	3	4:00	100%	Reports
Choosing A Research Method	06/26/20 11:59 PM	2	1:53	100%	Reports
Concluding Your Paper	06/29/20 11:59 PM	2	1:20	100%	Reports
Developing Research Questions	07/03/20 11:59 PM	2	1:31	100%	Reports
Writing An Effective Introductory Paragraph	[set]	—	—	—	
Evaluating Sources	[set]	—	—	—	

1. Click the Export This Data button to save a .csv Excel file that includes all of the data visible on the activity list.
2. Click on the title to launch an activity. Any activities that are not yet available will have an asterisk (*) at the end of the title.
3. The Grades Accepted Until column displays the Grades Accepted Until (GAU) dates for each activity. Click on the date or [set] link to set or adjust the GAUs for each activity. The activities will be organized by when their GAUs occur; the earliest GAU will appear at the top of the list and the latest at the bottom.
4. The Submitted Grades column displays the number of submissions for each activity within the selected Student Set.
5. The Avg. Time Spent (MM:SS) column displays the average time students spent completing each activity within the selected Student Set.
6. The Avg. Grade column displays the average grade for each activity submitted within the selected Student Set.
7. Click on the Reports button to go to the Class Activity Report page for each activity within the selected Student Set.

How do I view individual student results?

To view student results, navigate to your Class Activity Report (CAR) by clicking the Reports button for a specific activity. If none of the students in the selected Student Set have attempted an activity yet, the Reports button will not be visible.



228949 (Tutorial Help Notes) ▾

Student Grades

Export This Data

ASSIGNMENT TITLE	GRADES ACCEPTED UNTIL	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE	Reports
Organizing Your Ideas	06/25/20 11:59 PM	3	4:00	100%	Reports
Choosing A Research Method	06/26/20 11:59 PM	—	—	—	
Concluding Your Paper	06/29/20 11:59 PM	—	—	—	
Developing Research Questions	07/03/20 11:59 PM	—	—	—	

You can also navigate to the Class Activity Report (CAR) by clicking on an activity title to open the activity, and then selecting 'view your Class Activity Report' from the for instructors tab.

For Instructors What do you know? Read What did you learn? Apply Conclusion

For Instructors

Welcome! **You have instructor-level access.** What would you like to do?

- [View your Class Activity Report](#)
- Review or update [Activity Settings](#)
- [Preview](#) the activity as a student

HOW SCORES ARE CALCULATED

Students automatically earn 100% for completing all the tasks in the activity. You can review students' written responses and adjust their scores manually in your Class Activity Report.

See your students' scores and written responses, how much time they spent working, and when they finished in your Class Activity Report.

[CONTINUE >](#)

Once the CAR has been opened you will see a 'Student Submission Report' which displays the relevant class information for the specific activity you have selected. From this page you can click on the 'details' button for any student to see their results.

Class Activity Report

Student Set: 228949 (Tutorial Help Notes) ▾

Manage Student Sets

Student Submissions Report

Question Responses Report

3 students in this Student Set have **started** the activity

3 students have **completed** it

- Average time spent: **4:00**

3 students have **grades recorded** *[How are grades calculated?]*

- Average grade: **100.0%**

Export Submissions Data

Search:

Student Email	Student Name	Completion Date	Time Spent (min:sec)	Grade	
tutorialstudent3@mailinator.com	Student 3, Tutorial	06/24/20 09:53 AM	7:04	100%	Details
tutorialstudent2@mailinator.com	Student 2, Tutorial	06/24/20 09:45 AM	2:53	100%	Details
tutorialstudent1@mailinator.com	Student 1, Tutorial	06/24/20 09:01 AM	2:03	100%	Details

Done

Once you have selected the details button for a specific student, you can view the short answer responses and multiple-choice selections. For short answer response, select [View Response] to read the full response left by the student.

Student Submission Report for **Lisa Simpson-MKECQ** (lsimpsonmkecq@evergreener.edu) [Export Submission Data](#)

- Completion Date: **07/01/21 01:09 PM**
- Current Grade: **0%** [\[How are grades calculated?\]](#) *†This student's grade at the time the Grades Accepted Until date passed was 0%. This is the grade that will be exported, and is the grade submitted to your LMS if you are using LMS integration. The student kept working after the Grades Accepted Until date, and his/her current grade is 100%. You can override the student's grade here if you wish.*
- Time Spent: **4:28**

[Reset Submission](#) [Override Grade](#)

Search:

Question	Response	Grade	
2.1. (Drag-the-Choices) Suppose you wish to study the topic of mass incarceration....	1,1,0,1	0%	All Question Responses
2.2. (Drag-the-Choices) Suppose you wish to study the gender identity. Identify...	1,1,1,1	100%	All Question Responses
4.1. (Drag-the-Choices) From this list of questions, identify those that you...	0,1,1,0,0,0,1,0	0%	All Question Responses
4.2. (Essay) Select one of the following sociological research questions:How...	free response here (3 words) [View Response]	Add Comment	All Question Responses
4.3. (Essay) Based on what you've learned so far, 2-4 sentences,...	free response here (3 words) [View Response]	Add Comment	All Question Responses
4.4. (Passage-Click) When reading about sociological research, we sometimes...	0	100%	All Question Responses
5.1. (Essay) Choose one concept from the list below to develop into...	social change (2 words) [View Response]	Add Comment	All Question Responses
5.2. (Essay) In the space below write out your research question....	free response here (3 words) [View Response]	Add Comment	All Question Responses
5.3. (Essay) In the space below, write a short paragraph (three...	free response here (3 words) [View Response]	Add Comment	All Question Responses

[Return to Class Report](#)

How do I view my classes question submission results?

To view class question submission results, navigate to your Class Activity Report (CAR) by clicking the Reports button. If none of the students in the selected Student Set have attempted an activity yet, the Reports button will not be visible.

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 **Writing for Sociology Tutorials**

228949 (Tutorial Help Notes) [Student Grades](#)

[Export This Data](#)

ASSIGNMENT TITLE	GRADES ACCEPTED UNTIL	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE	
Organizing Your Ideas	06/25/20 11:59 PM	3	4:00	100%	Reports
Choosing A Research Method	06/26/20 11:59 PM	—	—	—	
Concluding Your Paper	06/29/20 11:59 PM	—	—	—	
Developing Research Questions	07/03/20 11:59 PM	—	—	—	

You can also navigate to the Class Activity Report (CAR) by clicking on an activity title to open the activity, and then selecting 'view your Class Activity Report' from the for instructors tab.

For Instructors What do you know? Read What did you learn? Apply Conclusion

For Instructors

Welcome! **You have instructor-level access.** What would you like to do?

- View your **Class Activity Report**
 - Review or update **Activity Settings**
 - Preview** the activity as a student

HOW SCORES ARE CALCULATED

Students automatically earn 100% for completing all the tasks in the activity. You can review students' written responses and adjust their scores manually in your Class Activity Report.

See your students' scores and written responses, how much time they spent working, and when they finished in your Class Activity Report.

[CONTINUE](#) >

Once the CAR has been opened, select 'Question Responses Report' which displays the relevant class information, by question, for the specific activity you have selected.

Class Activity Report

Student Set: **228949 (Tutorial Help Notes)** [Manage Student Sets](#)

[Student Submissions Report](#) **Question Responses Report**

3 students in this Student Set have **started** the activity

3 students have **completed** it

- Average time spent: **4:01**

3 students have **grades recorded** [*How are grades calculated?*]

- Average grade: **100.0%**

From this page you can see the question, question type, number of responses, and average grade by question. All question data can also be exported into an Excel spreadsheet. Please note, the export tool will not export open response answers.

Export Question Data

Search:

Question	Type	Responses	Avg. Grade									
2.1. Suppose you want to understand how a number of variables,...	Drag-the-Choices	3 responses; see Details	0%	Details								
2.2. Identify the questions as suitable indicators of the...	Drag-the-Choices	3 responses; see Details	0%	Details								
2.3. Identify the following questions as suitable indicators...	Drag-the-Choices	3 responses; see Details	0%	Details								
4.1. A researcher seeks to understand the discourses that...	Multiple-Choice	<table border="1"> <tr><td>content analysis</td><td>33%</td></tr> <tr><td>surveys</td><td>33%</td></tr> <tr><td>ethnography</td><td>0%</td></tr> <tr><td>experiments</td><td>33%</td></tr> </table>	content analysis	33%	surveys	33%	ethnography	0%	experiments	33%	33%	Details
content analysis	33%											
surveys	33%											
ethnography	0%											
experiments	33%											
4.2. Fill in the blanks to complete the sentence.	Drag-to-the-Blanks	3 responses; see Details	0%	Details								
4.3. Match each term to the correct research question.	Drag-to-Match	3 responses; see Details	0%	Details								
5.1. Choose a research topic from the following list.Race/Ethnicity,...	Essay	2 responses; see Details	0%	Details								
5.2. From your chosen research topic, write a sociological...	Essay	2 responses; see Details	0%	Details								
5.3. From your research question, select the appropriate...	Essay	2 responses; see Details	25%	Details								

Done

Select the details button so view all student responses on a specific question.

Question Responses Report

5.1.

Choose three concepts and arrange them into an order that you feel makes sense. You may use concepts from the examples below.

political economy, institutions, social constructions, deviance, family, race, gender, sexualities, media, ideology and public opinion, self-control/discipline, stigma, social change, social control, conflict, obedience, norms, agency, resistance, knowledge

Last Name	First Name	Email	Submission Date	Response
Student 1	Tutorial	tutorialstudent1@mailinator.com	06/24/20 09:01 AM	Yes (1 words)
Student 2	Tutorial	tutorialstudent2@mailinator.com	06/24/20 09:45 AM	Correct (1 words)
Student 3	Tutorial	tutorialstudent3@mailinator.com	06/24/20 09:53 AM	conflict (1 words)

How do I change individual student grades?

Here's how to change student grades from the completion grade of 100%. **Please note**, if you do not change the grade, the student will receive a 100% once the assignment has been submitted and the GAU passes.

Navigate to your Class Activity Report (CAR) by clicking the Reports button. If none of the students in the selected Student Set have attempted an activity yet, the Reports button will not be visible.



228949 (Tutorial Help Notes) ▾

Student Grades

Export This Data

ASSIGNMENT TITLE	GRADES ACCEPTED UNTIL	SUBMITTED GRADES	AVG. TIME SPENT (MM:SS)	AVG. GRADE	Reports
Organizing Your Ideas	06/25/20 11:59 PM	3	4:00	100%	Reports
Choosing A Research Method	06/26/20 11:59 PM	—	—	—	
Concluding Your Paper	06/29/20 11:59 PM	—	—	—	
Developing Research Questions	07/03/20 11:59 PM	—	—	—	

You can also navigate to the Class Activity Report (CAR) by clicking on an activity title to open the activity, and then selecting 'view your Class Activity Report' from the for instructors tab.

For Instructors | What do you know? | Read | What did you learn? | Apply | Conclusion

For Instructors

Welcome! **You have instructor-level access.** What would you like to do?

- View your **Class Activity Report**
- Review or update **Activity Settings**
- Preview** the activity as a student

HOW SCORES ARE CALCULATED

Students automatically earn 100% for completing all the tasks in the activity. You can review students' written responses and adjust their scores manually in your Class Activity Report.

See your students' scores and written responses, how much time they spent working, and when they finished in your Class Activity Report.

[CONTINUE >](#)

Once the CAR has been opened you will see a 'Student Submission Report' and a 'Question Submission Report' which display the relevant class information. Click the details button across from the relevant student's name.

Class Activity Report

Student Set: 228949 (Tutorial Help Notes)

Manage Student Sets

Student Submissions Report

Question Responses Report

3 students in this Student Set have **started** the activity

3 students have **completed** it

- Average time spent: **4:01**

3 students have **grades recorded** [How are grades calculated?]

- Average grade: **100.0%**

Export Submissions Data

Search:

Student Email	Student Name	Completion Date	Time Spent (min:sec)	Grade	
tutorialstudent3@mailinator.com	Student 3, Tutorial	06/24/20 09:53 AM	7:04	100%	Details
tutorialstudent2@mailinator.com	Student 2, Tutorial	06/24/20 09:45 AM	2:55	100%	Details
tutorialstudent1@mailinator.com	Student 1, Tutorial	06/24/20 09:01 AM	2:03	100%	Details

Done

Click the Override Grade button for that student and enter the new grade.

Student Submission Report for Lisa Simpson-MKECQ (lsimpsonmkecq@evergreener.edu)

Export Submission Data

• Completion Date: **07/01/21 01:09 PM**

• Current Grade: **0%†** [How are grades calculated?]

• Time Spent: **4:28**

†This student's grade at the time the Grades Accepted Until date passed was 0%. This is the grade that will be exported, and is the grade submitted to your LMS if you are using LMS integration. The student kept working after the Grades Accepted Until date, and his/her current grade is 100%. You can override the student's grade here if you wish.

Reset Submission

Override Grade

Search:

Question	Response	Grade	
2.1. (Drag-the-Choices) Suppose you wish to study the topic of mass incarceration....	1,1,0,1	0%	All Question Responses
2.2. (Drag-the-Choices) Suppose you wish to study the gender identity. Identify...	1,1,1,1	100%	All Question Responses
4.1. (Drag-the-Choices) From this list of questions, identify those that you...	0,1,1,0,0,0,1,0	0%	All Question Responses
4.2. (Essay) Select one of the following sociological research questions:How...	free response here (3 words) [View Response]	Add Comment	All Question Responses
4.3. (Essay) Based on what you've learned so far, 2-4 sentences,...	free response here (3 words) [View Response]	Add Comment	All Question Responses
4.4. (Passage-Click) When reading about sociological research, we sometimes...	0	100%	All Question Responses
5.1. (Essay) Choose one concept from the list below to develop into...	social change (2 words) [View Response]	Add Comment	All Question Responses
5.2. (Essay) In the space below write out your research question....	free response here (3 words) [View Response]	Add Comment	All Question Responses
5.3. (Essay) In the space below, write a short paragraph (three...	free response here (3 words) [View Response]	Add Comment	All Question Responses

Return to Class Report

The grade will immediately update in Tutorials. If you're using LMS integration, the grade will also immediately update in your LMS gradebook.

How do I respond to Short Answer questions?

Through the Class Activity Report, you have the option to add comments to students' Short Answer submissions. Students can click back through the activity to see your comments once they've been submitted.

Navigate through the Class Activity Report as noted previously until you are viewing the Student Submission Report for a specific student. Select the red 'Add Comment' button for short answer questions.

Student Submission Report for Lisa Simpson-MKECQ (lsimpsonmkecq@evergreener.edu) Export Submission Data

• Completion Date: **07/01/21 01:09 PM**
• Current Grade: **0%** † [How are grades calculated?]
• Time Spent: **4:28**

Reset Submission Override Grade

† This student's grade at the time the Grades Accepted Until date passed was 0%. This is the grade that will be exported, and is the grade submitted to your LMS if you are using LMS integration. The student kept working after the Grades Accepted Until date, and his/her current grade is 100%. You can override the student's grade here if you wish.

Search:

Question	Response	Grade	
2.1. (Drag-the-Choices) Suppose you wish to study the topic of mass incarceration....	1,1,0,1	0%	All Question Responses
2.2. (Drag-the-Choices) Suppose you wish to study the gender identity. Identify...	1,1,1,1	100%	All Question Responses
4.1. (Drag-the-Choices) From this list of questions, identify those that you...	0,1,1,0,0,0,1,0	0%	All Question Responses
4.2. (Essay) Select one of the following sociological research questions:How...	free response here (3 words) [View Response]	Add Comment	All Question Responses
4.3. (Essay) Based on what you've learned so far, 2-4 sentences,...	free response here (3 words) [View Response]	Add Comment	All Question Responses
4.4. (Passage-Click) When reading about sociological research, we sometimes...	0	100%	All Question Responses
5.1. (Essay) Choose one concept from the list below to develop into...	social change (2 words) [View Response]	Add Comment	All Question Responses
5.2. (Essay) In the space below write out your research question....	free response here (3 words) [View Response]	Add Comment	All Question Responses
5.3. (Essay) In the space below, write a short paragraph (three...	free response here (3 words) [View Response]	Add Comment	All Question Responses

Return to Class Report

Once selected, you can view the student's written answer and provide additional comments for your reference.

Student Question Response for **Lisa Simpson-MKECQ (lsimpsonmkecq@evergreener.edu)**:

In the space below, write a short paragraph (three to five sentences) explaining what makes your question suitable for a 10-15 page sociological research paper. How does your question reflect a sociological imagination? Which sociological concepts or debates could you engage with? What data might you use to explore it?

free response here

Comment:

Save

Return to Student Submission Report

Welcome! **You have instructor-level access.** What would you like to do?

- View your **Class Activity Report**
- Review or update **Activity Settings**
- Preview** the activity as a student

HOW SCORES ARE CALCULATED

Students automatically earn 100% for completing all the tasks in the activity. You can review students' written responses and adjust their scores manually in your Class Activity Report.

Here is a breakdown of a student's question response:

1. The question displayed in the Tutorial assignment.
2. Where your student's response will be displayed.
3. You can provide additional comments about this question here. Students will see your comment when they click back through the activity.

Here is what your students will see in their activity:

Question 2 of 2

If you were at the street performance as an ethnographer, what is one part of the scene that you would describe in elaborate detail in your field notes? Why did you choose this part of the scene?

Student Response Shown Here

✓ Your answer has been submitted.

- Grade given by instructor: **100%** (10 / 10)
- Instructor comment: instructor comments will be displayed here.

How do I clear a student's submission and reset their grade?

Here's how to completely clear a student's submission and reset their grade:

Navigate to your Class Activity Report (CAR) by clicking the Reports button. If none of the students in the selected Student Set have attempted an activity yet, the Reports button will not be visible.



228949 (Tutorial Help Notes) ▾

Student Grades

Export This Data

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Concluding Your Paper	06/29/20 11:59 PM	—	—	—	
Developing Research Questions	07/03/20 11:59 PM	—	—	—	

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[CONTINUE >](#)

Once the CAR has been opened you will see a 'Student Submission Report' and a 'Question Submission Report' which display the relevant class information. Click the details button across from the relevant student's name.

Class Activity Report

Student Set: 228949 (Tutorial Help Notes) Manage Student Sets

Student Submissions Report Question Responses Report

3 students in this Student Set have **started** the activity
 3 students have **completed** it
 • Average time spent: **4:01**

3 students have **grades recorded** [*How are grades calculated?*]
 • Average grade: **100.0%**

Search:

Export Submissions Data

Student Email	Student Name	Completion Date	Time Spent (min:sec)	Grade	
tutorialstudent3@mailinator.com	Student 3, Tutorial	06/24/20 09:53 AM	7:04	100%	Details
tutorialstudent2@mailinator.com	Student 2, Tutorial	06/24/20 09:45 AM	2:55	100%	Details
tutorialstudent1@mailinator.com	Student 1, Tutorial	06/24/20 09:01 AM	2:03	100%	Details

Done

Click on the Reset Submission button.

Student Submission Report for Tutorial Student 3 (tutorialstudent3@mailinator.com)

Export Submission Data

- Completion Date: **06/24/20 09:53 AM**
- Current Grade: **100%** [*How are grades calculated?*]
- Time Spent: **7:04**

Reset Submission Override Grade

Search:

Question	Response	Grade	
2.1. (Drag-the-Choices) Successful academic writing begins with a good question....	0,0,1,0,1,0,0,1	0%	All Question Responses
2.2. (Drag-to-Match) Once you have a good question for your paper you'll...	1,1,2	0%	All Question Responses
4.1. (Drag-to-Order) Imagine you've been asked to write a paper about plagiarism...	0,1,2	100%	All Question Responses
4.2. (Drag-to-Order) To begin your paper on plagiarism, you write down "social...	0,2,1,2	0%	All Question Responses
4.3. (Passage-Click) Look at the following excerpt for an examples of how...	1	100%	All Question Responses

Please note, this process will completely erase this student's work and reset the assignment. This action cannot be undone so please be careful! When the student accesses the assignment again, they will start the assignment from the beginning.