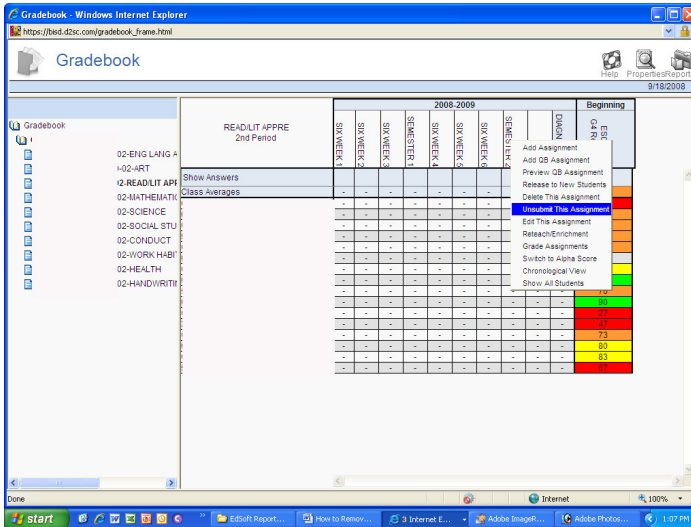




Grades will appear with the test name in the column header.

- You may see some zeros with an asterisk. These may not be removed. This indicates that no answer document was submitted.
- The zeros with a colored background indicate that a blank document was scanned for that student. These are the ones you will want to delete.



Right click on the test name in the column header. Select “unsubmit this assignment.”

A pop-up box will appear containing your class roll.

*If your pop-ups are not allowed, follow the instructions along the top right of your screen to allow pop-ups.*

- Sometimes the pop-up box goes behind the main screen and you may have to minimize some screens to find it.

- When the list of names appears, highlight only the names of the students who have unearned zeros.
- To save these deletions, click on the “save” icon in the black bar at the top of the screen. (It looks like a diskette.)
- When the class roll reappears, the zeros will become zeros with an asterisk. These will not count in your averages.

