
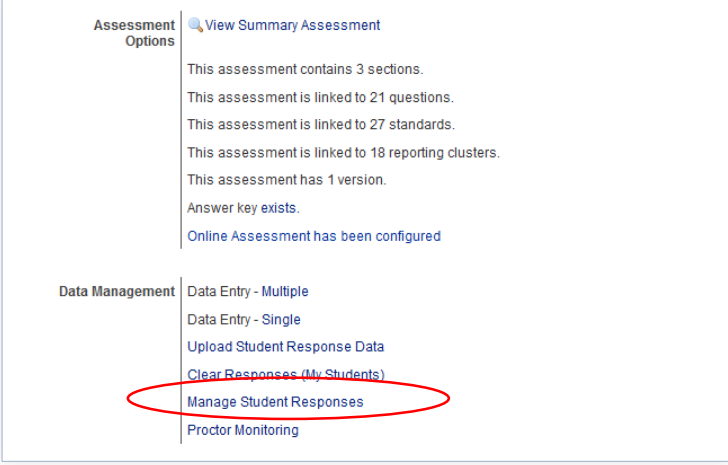


## Delete a Student's Results

### Before you begin...

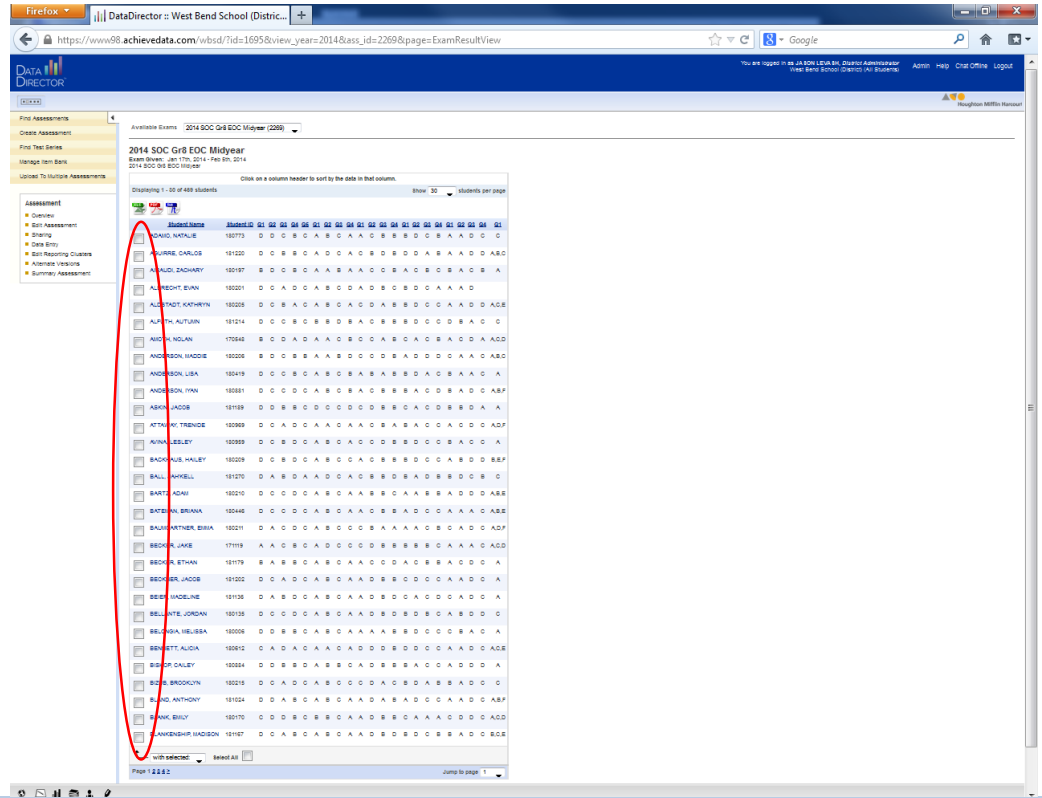
- Make sure that you have the assessment ID that you need to modify
- The student information that you need to reset

### Follow these steps to modify keys:

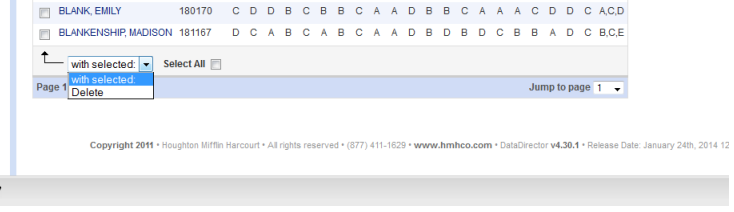
Step	Action
1.	Launch the Application Switcher and select Assessments module.  <div style="text-align: right;">Assessments</div>
2.	Use filters and/or folders to locate the appropriate assessment.
3.	Click on the blue link called: <a href="#">Manage Student Responses</a> in the middle of the assessment overview page. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;">  <p>The screenshot shows the 'Assessment Options' section with the following text: 'View Summary Assessment', 'This assessment contains 3 sections.', 'This assessment is linked to 21 questions.', 'This assessment is linked to 27 standards.', 'This assessment is linked to 18 reporting clusters.', 'This assessment has 1 version.', 'Answer key exists.', and 'Online Assessment has been configured'. Below this is the 'Data Management' section with links: 'Data Entry - Multiple', 'Data Entry - Single', 'Upload Student Response Data', 'Clear Responses (My Students)', 'Manage Student Responses' (circled in red), and 'Proctor Monitoring'.</p> </div>

**Step** **Action**

4. After clicking on the link you will be brought to the screen that will list the students that have completed the assessment. Slect the student you want to delete by putting a check box in their name.



5. Once all students are slected, use the drop down box to slect DELETE.



A new window will open where you need to confirm the deletions.