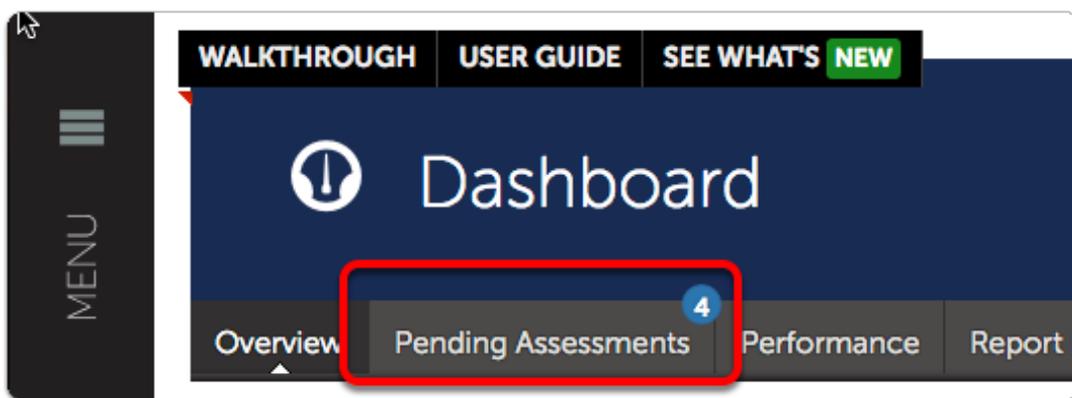


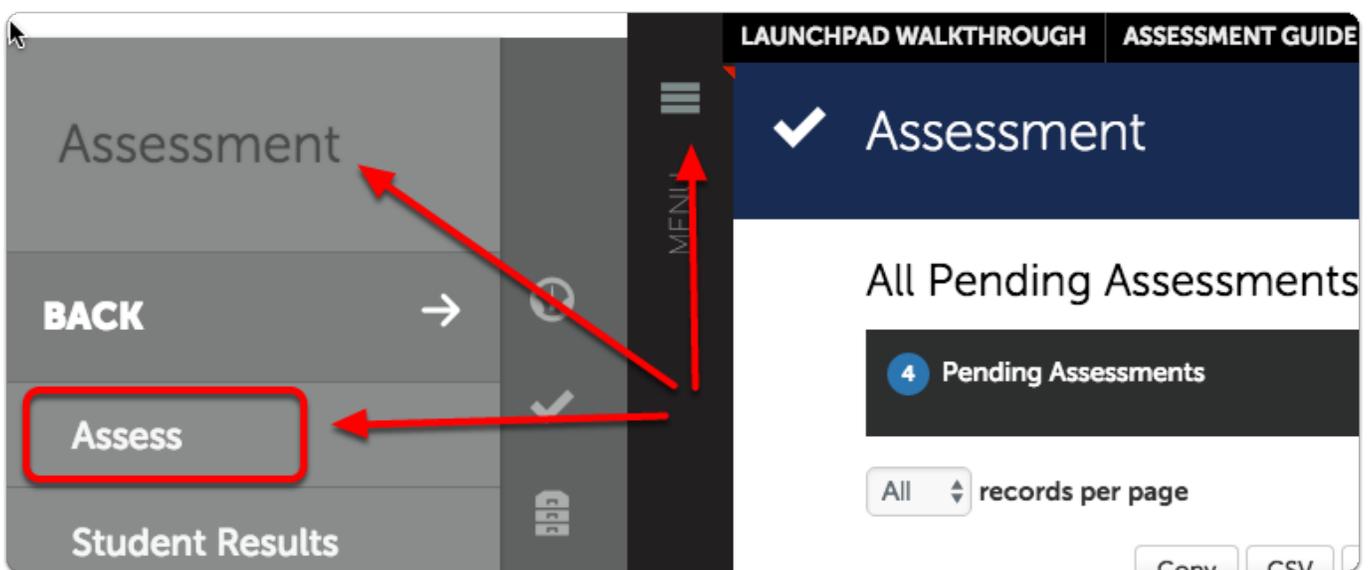
Sometimes students submit multiple entries for the same assessment. After an Assessor is certain they have graded the correct submission they can remove the extra submissions from their Pending Assessments list.

Pending Assessments List

There are two locations where pending assessments can be found. From the Dashboard there will be a Pending Assessments tab with a badge indicating the number of pending assessments in the list.



And from the Assessment menu under Assess.



Selecting either will take assessors to the same list.

Deleting Duplicate Assessments

1. Go to the **Pending Assessments** list.
2. Click the Assessment to be deleted.
3. Select **Delete** from the pop-up menu.

All Pending Assessments, Past 5 years.

4 Pending Assessments ← 1

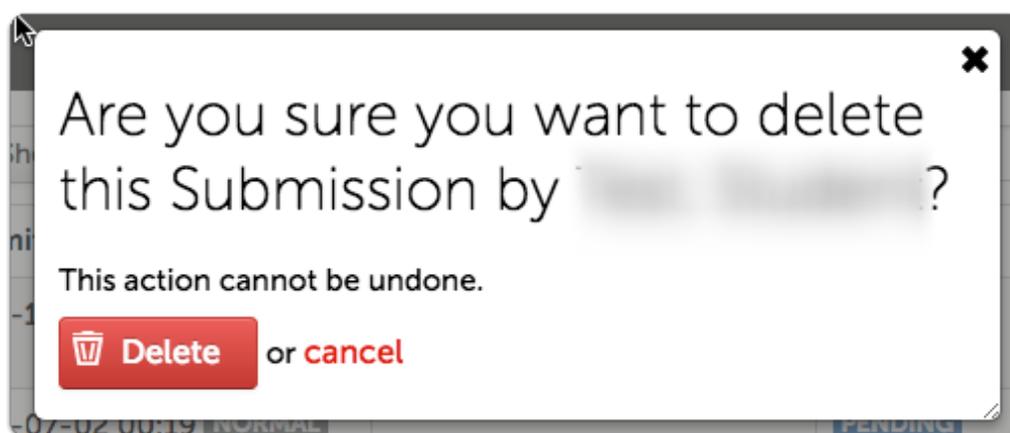
All ▾ records per page Show / hide columns Copy CSV Print

Student	Instrument	Submitted	Assessed
[blurred]	EDUC 573A Literature Review Grading Rubric	2017-	
[blurred]	EDUC 573B Defense of Topic Grading Rubric	2017-	
[blurred]	MBA 505 Ethical and Legal Decision Making Analysis Paper Grading Rubric (4-6-16)	2017-	
[blurred]	MBA 525 Organizational Audit Grading Rubric (4-17)	2017-	

← Previous Next →

- View Assessment Instrument
- View Table Of Contents
- View Summary
- View Details
- Download Portfolio As PDF
- Download As PDF With Files
- Work
- Assess
- Transfer
- Delete
- Annotations
- View Student Info
- View Assessor Info

Click **Delete**.



Caution:

Since this action cannot be undone, it is the Assessor's responsibility to ensure that what they are deleting is correct.

Repeat as necessary

Since there is not a Bulk option, each file must be removed separately.

Concordia Chalk&Wire Resources website

[Concordia Chalk&Wire Resources website](#)



Chalk&Wire Help

For further assistance please e-mail the Concordia Chalk&Wire Support helpdesk.
[Concordia Chalk&Wire Support](#)

ChalkandWire@cune.edu