



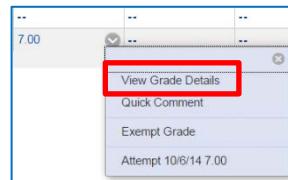
Flexible Learning - Blackboard

Clearing a Grade Center Attempt

On occasion, an instructor may want to clear an assignment or test attempt to allow a student who submitted an assignment incorrectly to resubmit. The process to clear an assignment attempt and test attempt are outlined below.

Clearing an Assignment Attempt

1. Access the **Full Grade Center**.
2. Hover over the cell for the assignment that needs to be cleared.
3. Click on the dropdown arrow and select **View Grade Details**.
4. On the **Grade Details** page, under the Attempts tab, click on **Clear Attempt**. The attempt will be cleared from the Grade Center allowing the student to submit again.



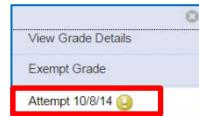
A screenshot of the Blackboard Grade Details page for an assignment. The "Attempts" tab is selected. A single attempt is listed with a value of 7.00. The "Actions" column for this attempt includes buttons for "Grade Attempt", "Clear Attempt" (which is highlighted with a red box), "Ignore Attempt", and "Edit Grade". A note at the bottom of the table states: "This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt. Alternatively, you can mark an existing attempt as Ignored (Ignored Attempts are not counted against the maximum number of attempts)." A "Allow Additional Attempt" button is visible.

Clearing a Test Attempt

1. Access the **Full Grade Center**.
2. Hover over the cell for the test that needs to be cleared.
3. Click on the dropdown arrow and select **View Grade Details**.
4. On the **Grade Details** page, under the Attempts tab, click on **Clear Attempt**. The attempt will be cleared from the Grade Center allowing the student to submit again.

Or

1. Access the **Full Grade Center**.
2. Hover over the cell for the test that needs to be cleared.
3. Click on the dropdown arrow and select the **Attempt**.
4. On the **Grade Test** page, click on **Test Information** and then **Clear Attempt**. The attempt will be cleared from the Grade Center allowing the student to submit again.



A screenshot of the Blackboard Grade Test page. The "Test Information" section is expanded, showing details like Current Grade (out of 20 points), Status (Needs Grading), Attempt Score (10 out of 20 points), Time Elapsed (10 minutes out of 1 minute), Started Date (10/8/14 1:15 PM), and Submitted Date (10/8/14 1:25 PM). Below this, there is a "Clear Attempt" button (highlighted with a red box) and a note: "Click Clear Attempt to clear this user's attempt." There are also "Edit Test" and "Edit Test" buttons with the note "Click Edit Test to make changes." At the bottom, there is an "Instructions" section.