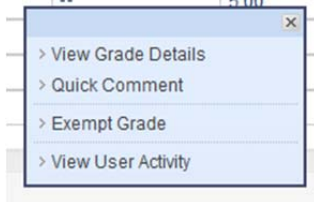


How to clear a student attempt/submission in the grade center

1. Click on “Grade Center” in the blue **Course Management Area** on the bottom left of your Blackboard course screen to expand the options there
2. Select “Full Grade Center”
3. Within the Grade Center find the quiz attempt or assignment that you would like to clear to provide the student another opportunity to complete the assessment.
4. Click on the chevron to the right of the attempt or score

<input type="checkbox"/>	Last Name	First Name	chapters 1 to 5
<input type="checkbox"/>	Buchanan	Karen	2.00
<input type="checkbox"/>	Buelterman	Chris	--
<input type="checkbox"/>	Grincewicz	Amy	6.00

5. Select “View Grade Details” from the drop down menu



6. Select “Clear Attempt”

Edit				Manually Override	View Column Details	Grade History
Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions		
Aug 15, 2011 2:42:24 PM (Completed)	6.00			<input type="button" value="View User Activity"/> <input type="button" value="Clear Grade"/> <input type="button" value="Edit Grade"/>		

This will clear the attempt/submission, so that the student will have another opportunity to either take the quiz or submit the assignment.