
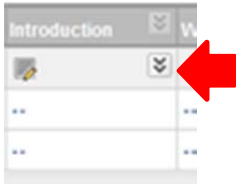


## How to submit a quiz for a student when the icon appears in the grade center

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 



5. Select “View Grade Details” from the drop down menu
6. Click “View Attempt”
7. Click “Submit Attempt”

