Clearing an Attempt Tutorial

You may encounter a situation wherein you wish to clear a student’s attempt (in an assignment/SafeAssignment, test, etc.). The student would then be able to resubmit the assignment or take the test/quiz over again.

In this tutorial, you will learn how to:

• Clear a student’s attempt on a graded assignment or exam.

As always, make sure the Edit button is turned to ON in the upper right corner of your Blackboard course page.

1. Navigate to the Grade Center (click the “Grade Center”>“Full Grade Center” link) in the Control Panel on the lower left side of your course page).
2. In the Grade Center, locate the column of the assignment/exam you wish to clear for a student. Click on the action arrow icon next to the name of the assignment/exam attempt in the row of the student whose attempt you wish to clear.

3. Select “View Grade Details” from the menu.

4. On the resulting page, click the “Clear Attempt” button.

5. Click “Ok” on the pop-up window. Please note: this action cannot be undone. Your student can now resubmit the assignment/exam.

If you have further questions, please submit a ticket to SCC E-Learning here.