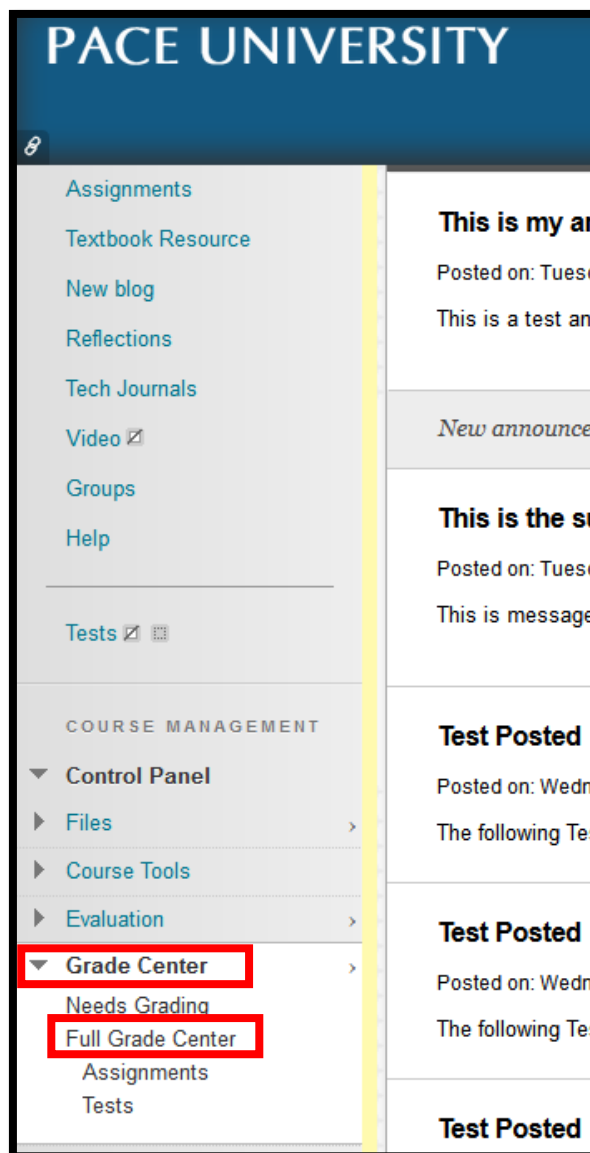


**TUTORIAL****CLEAR STUDENT ATTEMPT**

If a student needs to re-submit an assignment or test, the professor needs to clear the student attempt.

1. Log in to Blackboard, go to the “Control Panel” and click “Grade Center” and then click “Full Grade Center.”



## TUTORIAL

2. Hover your mouse over the student attempt that needs to be cleared and use the dropdown menu to click “View Grade Details.”

**Grade Center : Full Grade Center**

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze or scroll horizontally. To enter a grade, access a cell's contextual menu and click **View Grade Details**. To enter a grade directly in a cell on the Grade Center page, type the grade in the cell, then press the **Enter** key or the **Tab** key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports

Grade Information Bar

Last Name	Test 2	Test 3	Paper 1	Paper 2	Group Proj
Burke_PreviewUser	--	--	--	--	--
Clorofilla	--	--	--	--	--
Egan	75.00	100.00	75.00	85.00	100.00
Gregory_PreviewUs	--	--	--	--	--

Selected Rows: 0

Contextual menu for 85.00: View Grade Details, Quick Comment, Exempt Grade

3. Click “Clear Attempt” and the student will be able to resubmit the assignment.

**Grade Details**

User **Samantha Egan (se64014n)** Column **Paper 2 (No Category)**

**Current Grade:** 85.00 out of 100 points **Exempt**  
Grade based on Last Graded Attempt  
Due: None

Attempts Manual Override Column Details Grade History

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Feb 4, 2015 11:47:45 AM	Feb 4, 2015 11:47:45 AM (Completed)	85.00			Clear Attempt Edit Grade

Icon Legend

← Return to Grade Center