

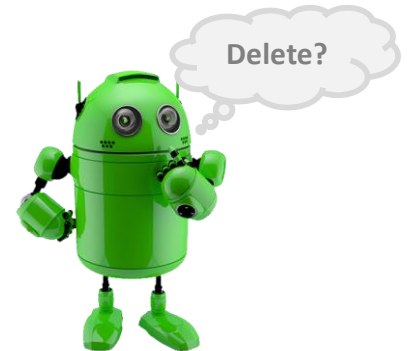
CLEARING A STUDENT'S ATTEMPT OF AN ASSIGNMENT OR TEST



Blackboard Learn

If necessary, you may *delete* a student's attempt of an Assignment or Test from a course. Please note that the deletion process is *permanent* and *irreversible*.

Before deleting an Assignment or Test submission, please consider using the [Ignore Attempt](#) feature instead.



If you are absolutely certain that you want to permanently delete a student's attempt, follow these steps:

1. In the course's **CONTROL PANEL**, click on the **GRADE CENTER** menu and select **FULL GRADE CENTER**.
2. In the Grade Center, roll your mouse over the grade cell for the student's assignment or test attempt. Click the gray context arrow and select **VIEW GRADE DETAILS** from the context menu that appears.

A screenshot of the Blackboard Full Grade Center interface. The title is "Grade Center : Full Grade Center". Below the title is a descriptive paragraph. The main area shows a table with columns for "Last Name", "First Name", "Total", "Poe Short Stori", "Assignment 1", and "Test 1". A red arrow points to a context menu that is open over the "Assignment 1" column for the student "Asterisk, Annie". The menu options are "View Grade Details", "Exempt Grade", and "Attempt 11/25/14".

Last Name	First Name	Total	Poe Short Stori	Assignment 1	Test 1
Asterisk	Annie	115.00		115.00	
Bracket	Brett	--			
Colon	Collin	--			

- On the Grade Details page, go to the **ATTEMPTS** tab and click the **CLEAR ATTEMPT** button.

Grade Details

User Annie Asterisk (testhamilton1) < > Column Poe Short Story - Themes & Motifs Analysis (Assignment) < >

Current Grade: Needs Grading 0 out of 100 points Exempt
 Grade based on Last Graded Attempt
 Due: Jan 30, 2015
 Calculated Grade
 View Attempts

Attempts Manual Override Column Details Grade History

Delete Last Attempt Go

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Nov 25, 2014 9:16:34 AM	Nov 25, 2014 9:16:34 AM (Needs Grading)	0			Grade Attempt Clear Attempt Ignore Attempt Edit Grade

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).

Allow Additional Attempt

- A pop-up alert will appear, asking you to confirm that you want to delete the attempt permanently. Click **OK** to proceed.

The page at https://blackboard2.matc.edu says: X

Delete this attempt? This action is final and cannot be undone.

OK Cancel

- A green confirmation bar will appear at the top of the page to confirm the attempt has been cleared. A record of this action taking place can be viewed **by the instructor** by clicking the **Grade Detail's Grade History** tab.

Grade Details

User Annie Asterisk (testhamilton1) < > Column Poe Short Story - Themes & Motifs Analysis (Assignment) < >

Current Grade: - out of 100 points Exempt
 Grade based on Last Graded Attempt
 Due: Jan 30, 2015

Attempts Manual Override Column Details Grade History

Date	Last Edited by	Value	Comments
Nov 26, 2014 8:36:52 AM	Admin Megan Hamilton	Attempt Grade Cleared	View Rubric

Instructor's View of a Cleared Attempt from the Full Grade Center

The student's grade cell now will appear as having been cleared. However, you can review the student's attempt history by rolling your mouse over the grade cell and clicking the gray context button. The menu that appears will show you that an attempt had been made and ignored.

The screenshot shows a table with columns: Last Name, First Name, Total, Poe Short Story, Assignment 1, and Test 1. The row for 'Annie' shows a total of 115.00 and a grade of 99.00 for Assignment 1. A context menu is open over the 99.00 grade cell, showing options: View Grade Details and Exempt Grade. A yellow callout bubble points to the 99.00 grade cell with the text: "Empty grade cell. No attempts are listed in the context menu".

Student's View of a Cleared Attempt in My Grades

The student's grade entry in the *My Grades* tool will appear as though it blank or unsubmitted.

The screenshot shows the 'My Grades' interface with tabs for All, Graded, Upcoming, and Submitted. The 'All' tab is selected. The 'Order by' dropdown is set to 'Last Activity'. The table shows the following items:

ITEM	LAST ACTIVITY	GRADE
Total View Description Grading Criteria		115.00 /150
Poe Short Story - Themes & Motifs Analysis DUE: JAN 30, 2015 Assignment	UPCOMING	- /100
Test 1 Test	Oct 7, 2014 9:13 AM GRADED	
Test 2 Test	Oct 2, 2014 8:41 AM UPCOMING	
Assignment 1 Assignment	Sep 11, 2014 3:22 PM GRADED	99.00 /100

A yellow callout bubble points to the 0/100 grade for 'Poe Short Story - Themes & Motifs Analysis' with the text: "Assignment appears as though unsubmitted".