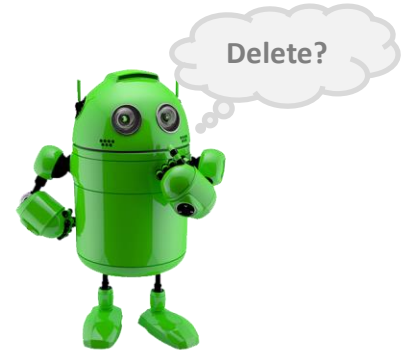


# CLEARING A STUDENT'S ATTEMPT OF AN ASSIGNMENT OR TEST



## Blackboard Learn

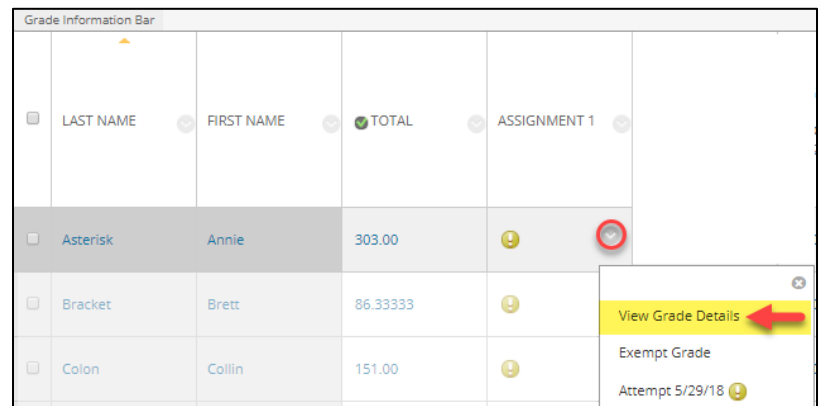
If necessary, you may *delete* a student's attempt of an Assignment or Test from a course. Please note that the deletion process is *permanent* and *irreversible*. Before deleting an Assignment or Test submission, please consider using the [Ignore Attempt](#) feature instead.



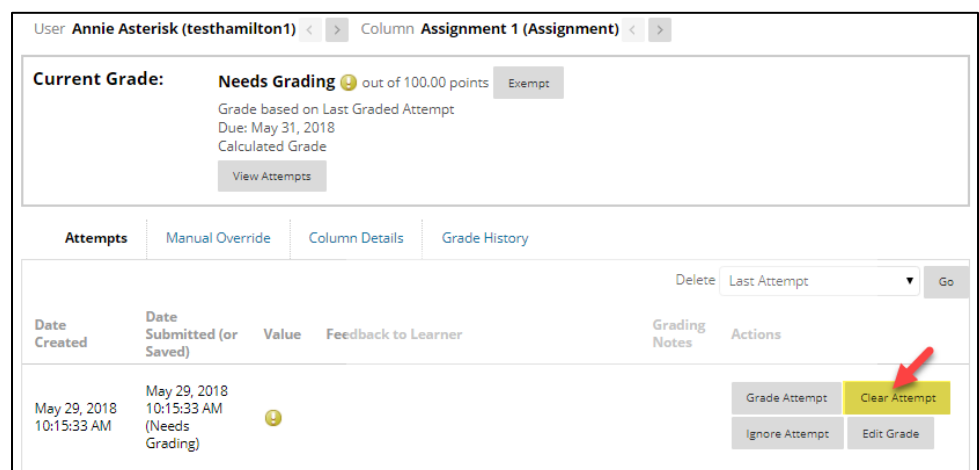
**If you are absolutely certain that you want to permanently delete a student's attempt, follow these steps:**

1. In the course's **CONTROL PANEL**, click on the **GRADE CENTER** menu and select **FULL GRADE CENTER**.

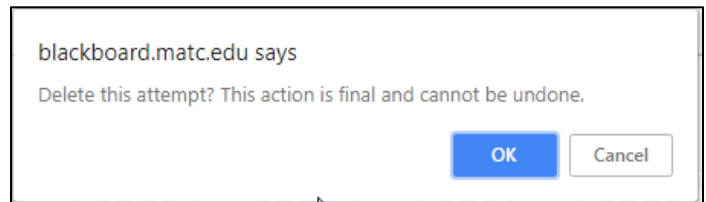
2. In the Grade Center, roll your mouse over the grade cell for the student's assignment or test attempt. Click the gray context arrow and select **VIEW GRADE DETAILS** from the context menu that appears.



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



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



- A 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.

Attempt was cleared successfully.

### Grade Details

User **Annie Asterisk (testhamilton1)** < > Column **Assignment 1 (Assignment)** < >

**Current Grade:** - out of 100.00 points Exempt  
Grade based on Last Graded Attempt  
Due: May 31, 2018

Attempts | Manual Override | Column Details | **Grade History**

Date	Last Edited by	Value	Comments
May 31, 2018 4:24:14 PM	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.

LAST NAME	FIRST NAME	TOTAL	ASSIGNMENT 1
Asterisk	Annie	303.00	--

Empty grade cell. No attempts displayed.

### *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.

My Grades				
<a href="#">All</a>	<a href="#">Graded</a>	<a href="#">Upcoming</a>	<a href="#">Submitted</a>	Order by: <a href="#">Course Order</a>
ITEM	LAST ACTIVITY	GRADE		
<b>Total</b> <a href="#">View Description</a> <a href="#">Grading Criteria</a>		<b>75.00</b> /106		
<b>Assignment 1</b> DUE: MAY 31, 2018 Assignment <a href="#">View Rubric</a>	UPCOMING	- /100		