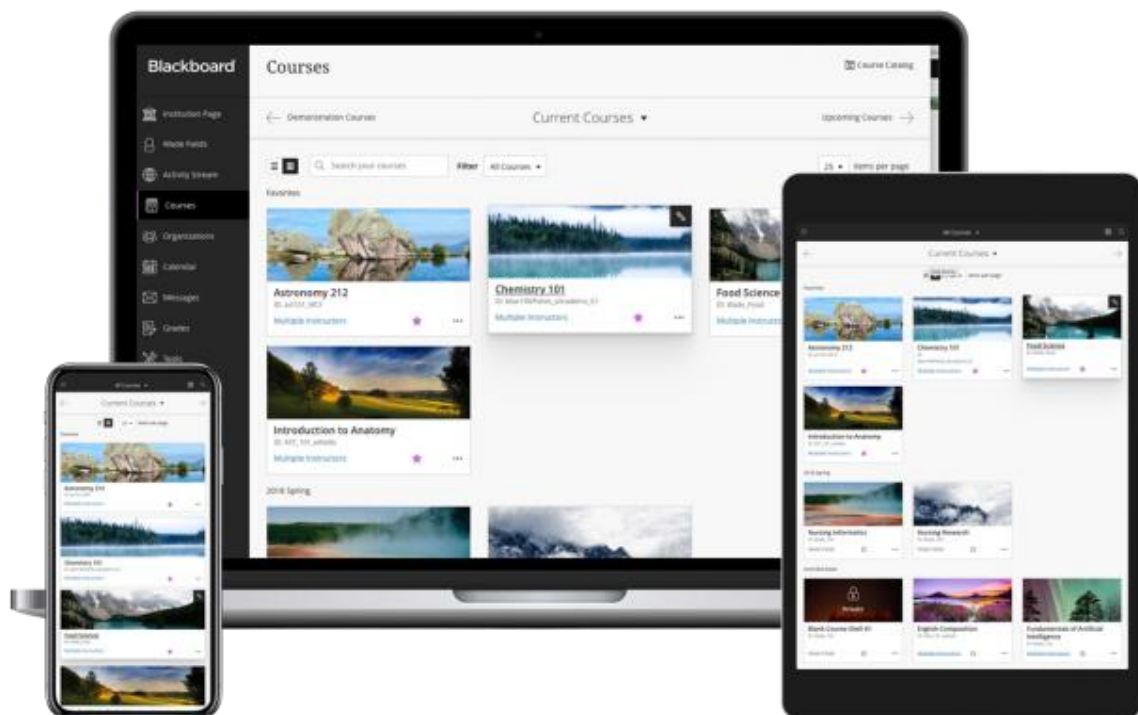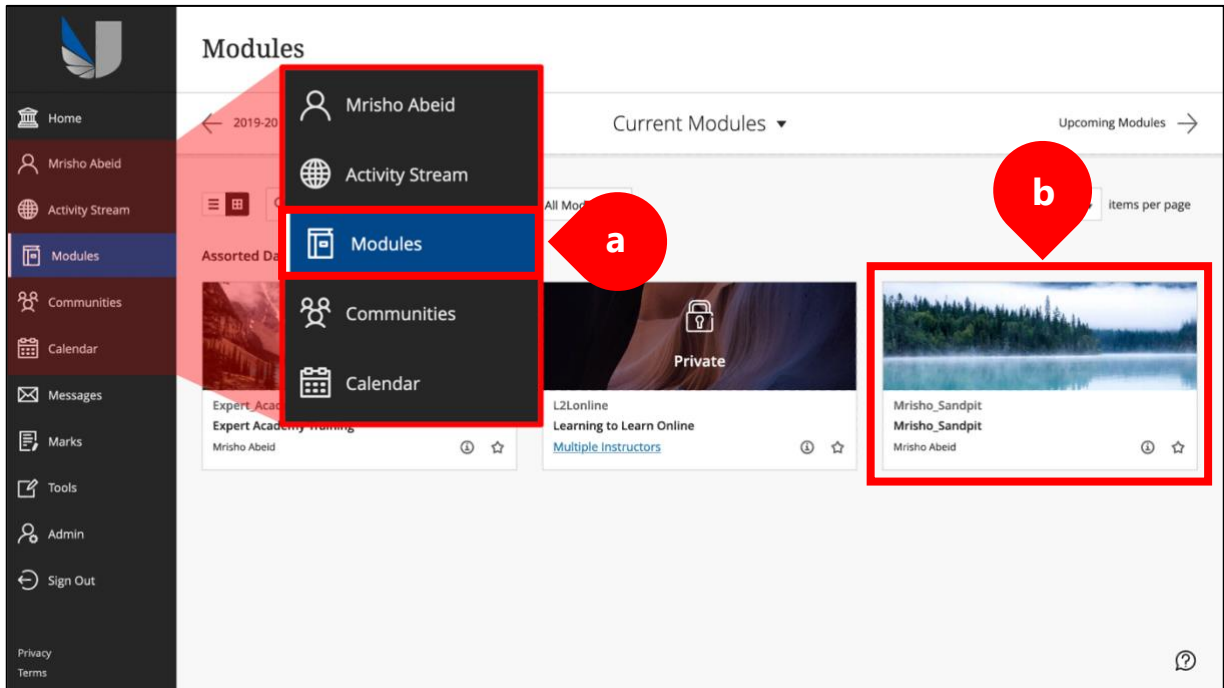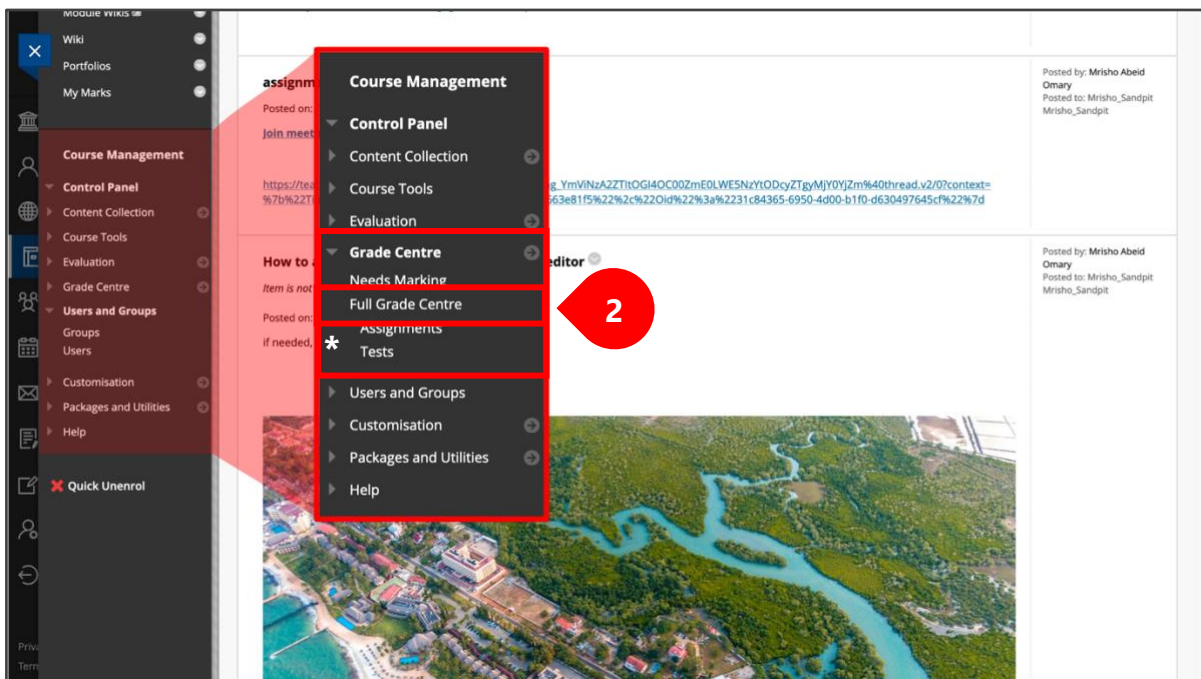# BLACKBOARD:

CLEAR AN ATTEMPT IN THE GRADE CETNRE

This document will show you how clear an attempt of a test or assignment made by a student from the grade centre. This will remove the attempt and allow the student another attempt as if they did not make one before.
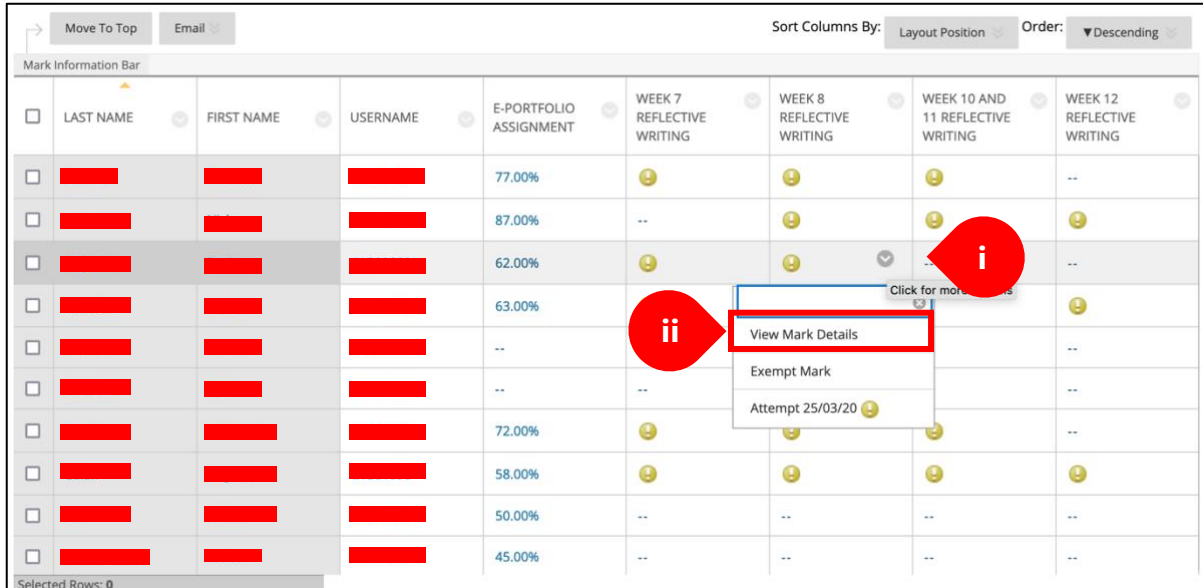

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1. After logging into Blackboard and while on the base navigation,
   a. open **modules** (*for courses and modules*)
   b. select a module from which you would like to clear the attempt

2. While in the module/course or community scroll down to **course management > grade centre > full grade centre**:
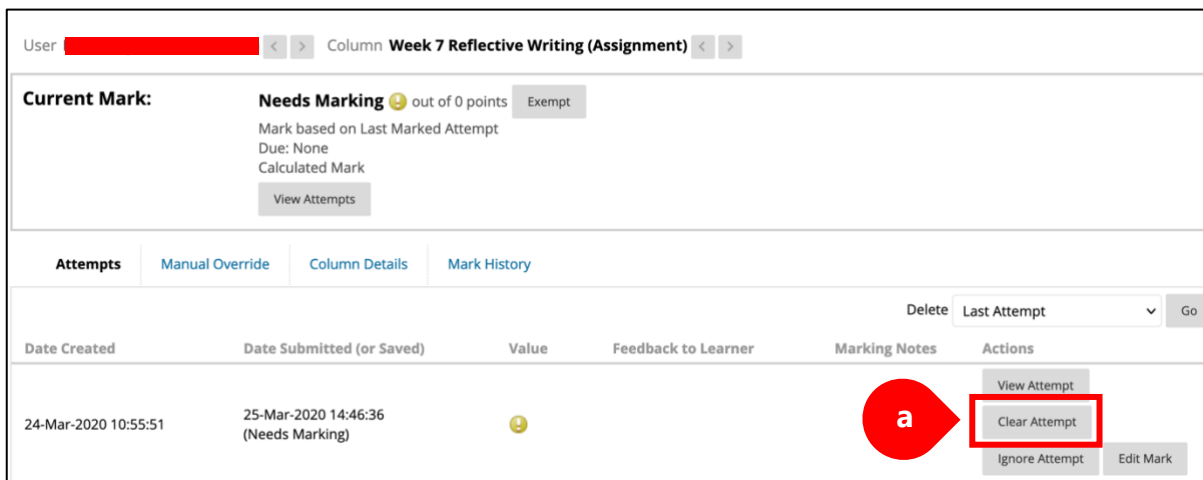
3. Select at attempt from those available in the grades table
   a. **yellow exclamation mark** – this icon means an attempt has been made and completed by the student
   b. **blue clock** – this means the attempt is in progress (*this is visible for tests*)
   c. **two black horizontal dashes** – this icon means no attempt has been made by the student or recorded by the system
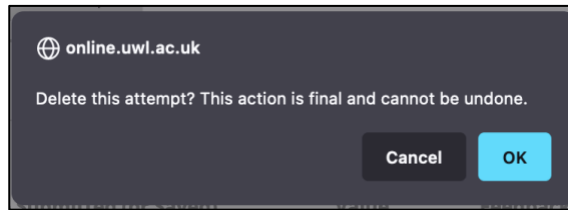

i. Select the dropdown icon to open the pop-up box for more options
ii. Select **view mark details** from the list of available options

4. You will be redirected to a page showing all attempts made by the student for that test or assignment
   a. Select **clear attempt** for the any of the attempts they made that you wish to remove

5. Select **YES** or **OK** from the prompt your will receive
    * *Please remember as the prompt says, clearing/deleting an attempt will remove it altogether and this action **cannot be undone**.*

6. The attempt will be removed from the assignment/test for that student. This means they will have another opportunity to make a new attempt as if they did not do so before.

7. Alternatively, you may choose to **allow an additional attempt** for the student as an alternative to clearing the initial attempt(s).