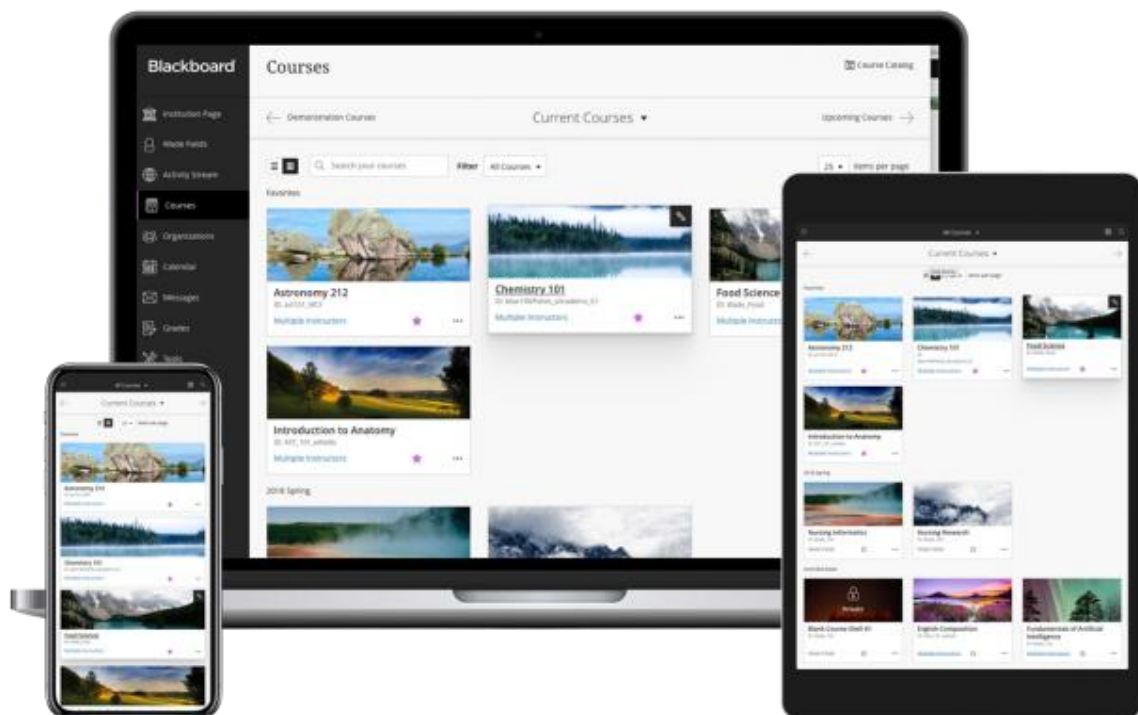


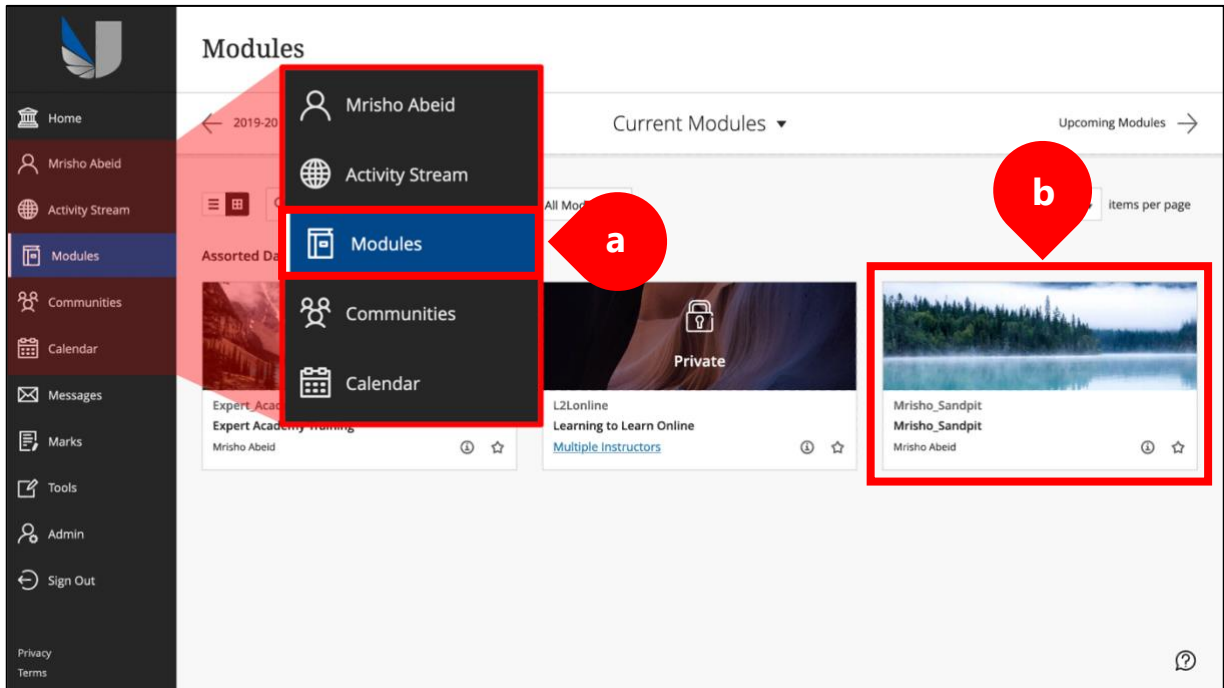
BLACKBOARD:

CLEAR AN ATTEMPT IN THE GRADE CENTRE

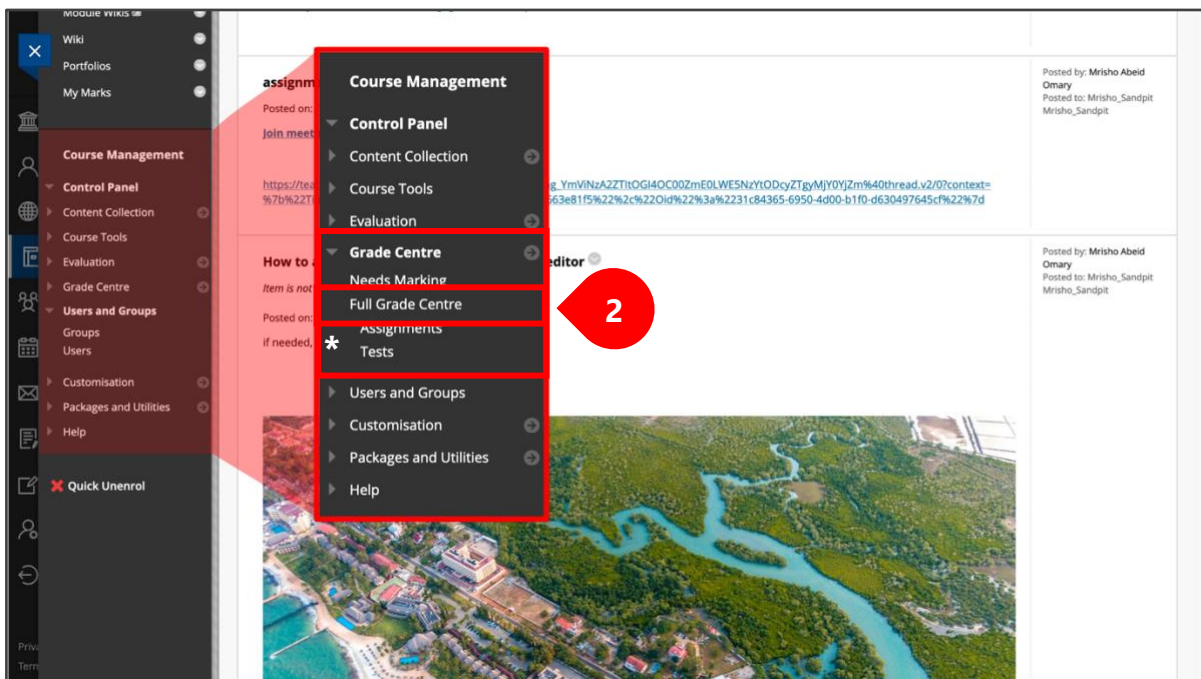
This document will show you how clear an attempt of a test or assignment made by a student from the grade centre. This will remove the attempt and allow the student another attempt as if they did not make one before.



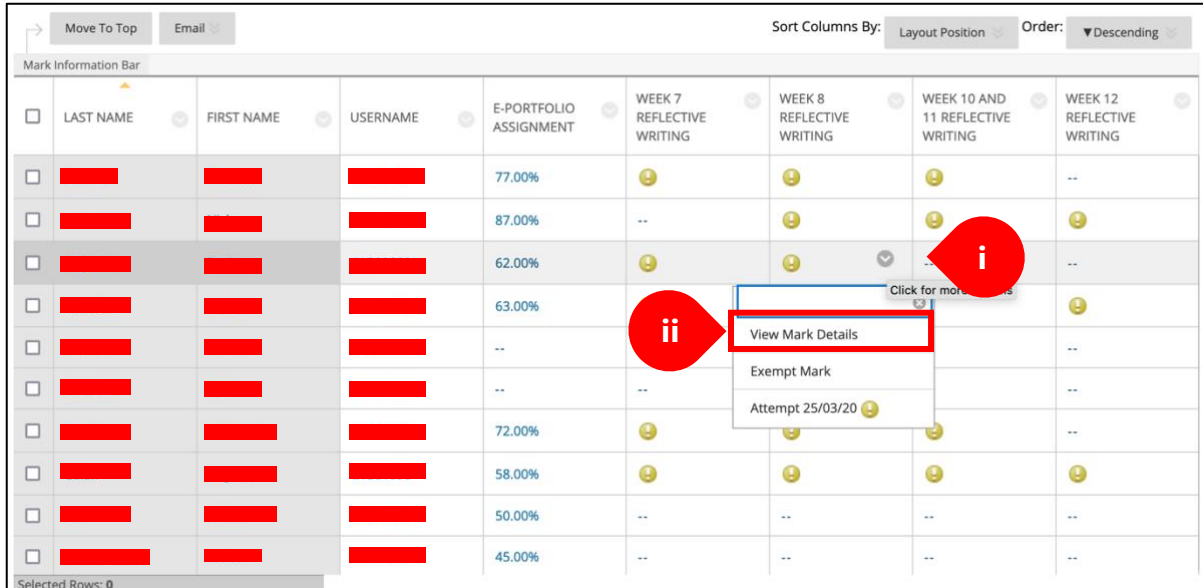
1. After logging into Blackboard and while on the base navigation,
 - a. open **modules** (for courses and modules)
 - b. select a module from which you would like to clear the attempt



2. While in the module/course or community scroll down to **course management > grade centre > full grade centre**:



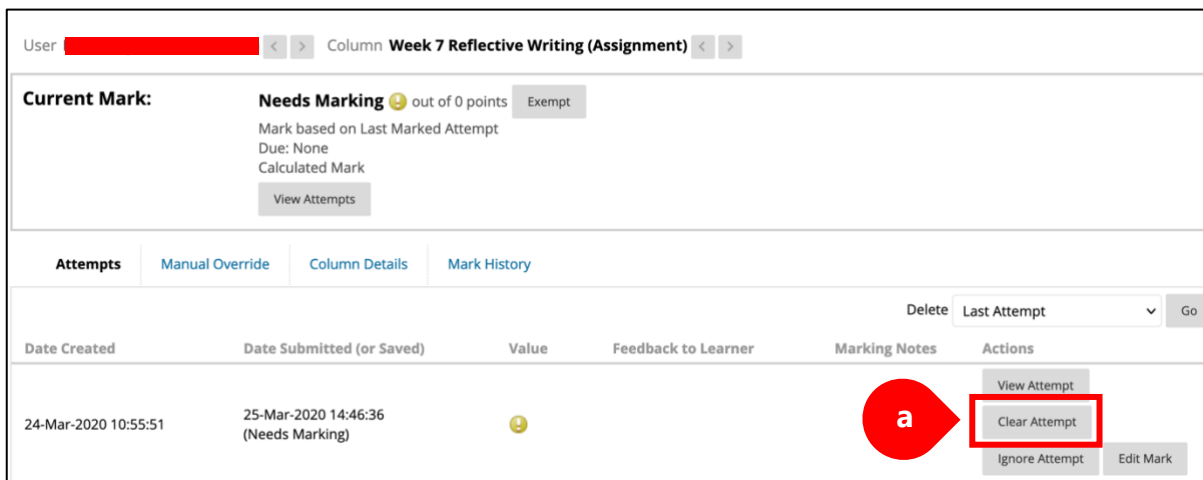
3. Select an attempt from those available in the grades table
 - a. **yellow exclamation mark** – this icon means an attempt has been made and completed by the student
 - b. **blue clock** – this means the attempt is in progress (*this is visible for tests*)
 - c. **two black horizontal dashes** – this icon means no attempt has been made by the student or recorded by the system



The screenshot shows a table with columns: LAST NAME, FIRST NAME, USERNAME, E-PORTFOLIO ASSIGNMENT, WEEK 7 REFLECTIVE WRITING, WEEK 8 REFLECTIVE WRITING, WEEK 10 AND 11 REFLECTIVE WRITING, and WEEK 12 REFLECTIVE WRITING. A red circle 'i' points to a yellow exclamation mark icon in the 'WEEK 7 REFLECTIVE WRITING' column. A red circle 'ii' points to a dropdown arrow icon in the same column. A red box highlights the 'View Mark Details' option in the dropdown menu.

	LAST NAME	FIRST NAME	USERNAME	E-PORTFOLIO ASSIGNMENT	WEEK 7 REFLECTIVE WRITING	WEEK 8 REFLECTIVE WRITING	WEEK 10 AND 11 REFLECTIVE WRITING	WEEK 12 REFLECTIVE WRITING
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	77.00%	⚠	⚠	⚠	--
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	87.00%	--	⚠	⚠	⚠
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	62.00%	⚠	⚠	⚠	--
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	63.00%	⚠	⚠	⚠	⚠
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	--	--	--	--	--
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	--	--	--	--	--
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	72.00%	⚠	⚠	⚠	--
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	58.00%	⚠	⚠	⚠	⚠
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	50.00%	--	--	--	--
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	45.00%	--	--	--	--

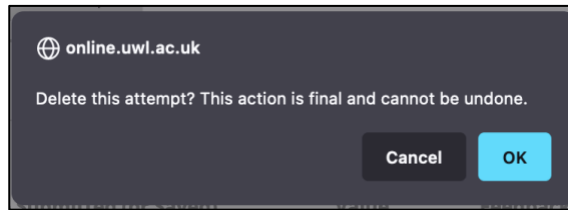
- i. Select the dropdown icon to open the pop-up box for more options
 - ii. Select **view mark details** from the list of available options
4. You will be redirected to a page showing all attempts made by the student for that test or assignment
 - a. Select **clear attempt** for any of the attempts they made that you wish to remove



The screenshot shows the 'Mark Details' page for 'Week 7 Reflective Writing (Assignment)'. The 'Current Mark' is 'Needs Marking' (yellow exclamation mark) out of 0 points. Below, the 'Attempts' tab is active, showing a table with columns: Date Created, Date Submitted (or Saved), Value, Feedback to Learner, Marking Notes, and Actions. A red circle 'a' points to the 'Clear Attempt' button in the Actions column.

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Marking Notes	Actions
24-Mar-2020 10:55:51	25-Mar-2020 14:46:36 (Needs Marking)	⚠			<input type="button" value="View Attempt"/> <input type="button" value="Clear Attempt"/> <input type="button" value="Ignore Attempt"/> <input type="button" value="Edit Mark"/>

- 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**.*



- 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.

Mark Information Bar		Sort Columns By: Layout Position Order: ▼Descending						
<input type="checkbox"/>	LAST NAME	FIRST NAME	USERNAME	E-PORTFOLIO ASSIGNMENT	WEEK 7 REFLECTIVE WRITING	WEEK 8 REFLECTIVE WRITING	WEEK 10 AND 11 REFLECTIVE WRITING	WEEK 12 REFLECTIVE WRITING
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	77.00%	⚠	⚠	⚠	--
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	87.00%	--	⚠	⚠	⚠
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	62.00%	⚠	⚠	--	--
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	63.00%	⚠	⚠	--	⚠
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	--	--	--	--	--
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	--	--	--	--	--
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	72.00%	⚠	⚠	⚠	--
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	58.00%	⚠	⚠	⚠	⚠
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	50.00%	--	--	--	--
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	45.00%	--	--	--	--

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

User [REDACTED] Column **Week 7 Reflective Writing (Assignment)**

Current Mark: Needs Marking ⚠ out of 0 points Exempt
 Mark based on Last Marked Attempt
 Due: None
 Calculated Mark
[View Attempts](#)

Attempts | [Manual Override](#) | [Column Details](#) | [Mark History](#)

Delete Last Attempt [dropdown] Go

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Marking Notes	Actions
24-Mar-2020 10:55:51	25-Mar-2020 14:46:36 (Needs Marking)	⚠			View Attempt Clear Attempt Ignore Attempt Edit Mark

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 accounted against the maximum number of attempts allowed).

a [Allow Additional Attempt](#)