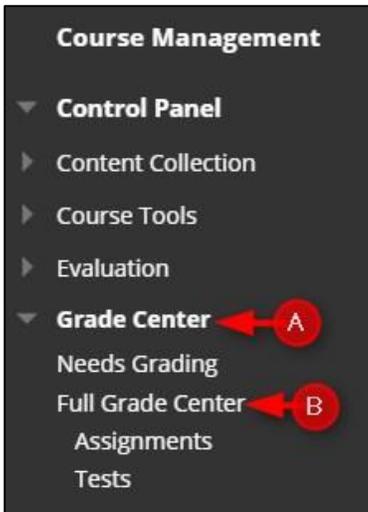


Clearing a Test Attempt

There are times you may have to clear an attempt a student has made.

Directions:

1. Enter your course
2. Click **Grade Center** and then **Full Grade Center**



3. Click the **down arrow** for the assignment and then click **View Grade Details**

A screenshot of the Full Grade Center interface. At the top, there are "Move To Top" and "Email" buttons. Below them is a "Grade Information Bar" with "Sort Columns By: Layout Position" and "Order:" dropdowns. The main table has columns: LAST NAME, FIRST NAME, TOTAL, TOTAL WITH EC, MIDTERM (CHA), TEST 1 - CHAPT, and CHAPTER. The table contains three rows of student data. The third row, for "student03", is highlighted. A red arrow labeled "A" points to a dropdown arrow in the "MIDTERM (CHA)" column for this row. A context menu is open below the dropdown, with a red arrow labeled "B" pointing to the "View Grade Details" option. The menu also includes "Quick Comment", "Exempt Grade", and "Attempt 1/11/17 0.00".

	LAST NAME	FIRST NAME	TOTAL	TOTAL WITH EC	MIDTERM (CHA)	TEST 1 - CHAPT	CHAPTER
<input type="checkbox"/>	Student01	Student01	15.00	15.00	--	--	--
<input type="checkbox"/>	Student02	Student02	20.00	20.00	--	--	--
<input type="checkbox"/>	student03	student03	20.00	20.00	0.00	--	--

4. Click **Clear Attempt**.

User **student03 student03 (student03)** < > Column **Midterm (Chapters 1-5) (Test)** < >

Current Grade: **0.00** out of 25 points **Exempt**
Grade based on Last Graded Attempt
Due: Dec 16, 2016
Calculated Grade 0.00
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
Jan 11, 2017 3:32:55 PM	Jan 11, 2017 3:32:55 PM (Completed) LATE	0.00			Grade Attempt Ignore Attempt Clear Attempt 

5. Click **OK**.

blackboard.starkstate.edu says: ✕

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

 **OK** Cancel