

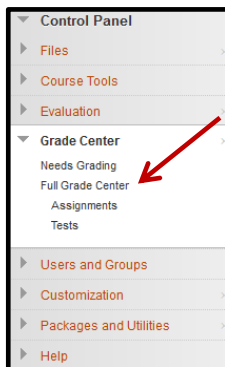
Blackboard Learn

Clearing an Attempt in the Full Grade Center

Blackboard Learn allows instructors to clear student assignment attempts when necessary. A useful example of this need is when a student turns in an assignment and accidentally uploads the wrong document.

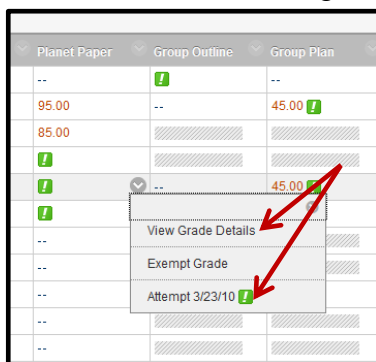
Step 1

Access the Full Grade Center from the Control Panel by clicking Grade Center and choosing Full Grade Center from the list of options.



Step 2

To view a student's attempt at an assignment, click the contextual menu (down arrow) in the cell where their grade will later be recorded and choose "Attempt m/dd/yy !".



Upon reviewing the paper, the instructor may realize that the student has submitted the wrong assignment. Or the student may contact the instructor when he or she realizes their mistake.

To clear the attempt, the instructor should return to the Full Grade Center and access the contextual menu (down arrow) for that student's grade again and choose View Grade Details.

Step 3

From the Grade Details page there are multiple options available. The Clear Attempt button is the second button in the list to the right of the assignment submission.

The screenshot shows the 'Grade Details' page for user Ryan Johnson on the 'Planet Paper (Assignment)'. The current grade is 'Needs Grading' (0 out of 100 points). Below this, there are tabs for 'Attempts', 'Manual Override', 'Column Details', and 'Grade History'. A table of attempts is displayed with columns for Date Created, Date Submitted (or Saved), Value, Feedback to User, Grading Notes, and Actions. The first attempt is from Jan 12, 2012, and the second is from Mar 23, 2010, with a value of 0 and a 'Needs Grading' status. The 'Clear Attempt' button is highlighted with a red arrow.

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Jan 12, 2012 8:02:19 AM	Mar 23, 2010 8:35:16 AM (Needs Grading)	0			Grade Attempt Clear Attempt Ignore Attempt Edit Grade

Following is a list of options found on this page and the task accomplished by each:

- **Clear Attempt:** This option totally clears the attempt from the user's history. Neither the student nor the instructor can access the submitted material again. This submission becomes totally nonexistent as if it were never completed.
- **Grade Attempt:** Allows the instructor to edit the current grade or grade another attempt of the assignment.
- **Ignore Attempt:** This function keeps the attempt for reference, but omits the attempt's score from Grade Center calculations and no longer counts it against the number of allowed attempts.
- **Edit Grade:** Allows the instructor to edit the grade currently assigned.
- **View Attempts:** Provides view of all submitted attempts to this assignment.
- **Exempt:** Exempting a grade will exclude this grade column from the students' Grade Center calculations.
- **Delete (drop down list):** This list can be used to delete the highest or lowest scoring attempt, the first or last attempt, attempts within a certain date range, or all attempts.
- **Icon Legend:** Defines the various icons that may appear in place of a grade.
- **Allow Additional Attempt (not shown above):** This option shows up after a student has submitted the maximum number of attempts for this assignment. It allows one additional attempt for this particular student.
- **Manual Override (tab):** This area allows the instructor to record a new grade and new or additional feedback and notes, overriding the current.
- **Column Details (tab):** This tab presents information about the grade column itself including name, description, primary display, statistics, and more.
- **Grade History (tab):** This area displays all changes made to this assignment.