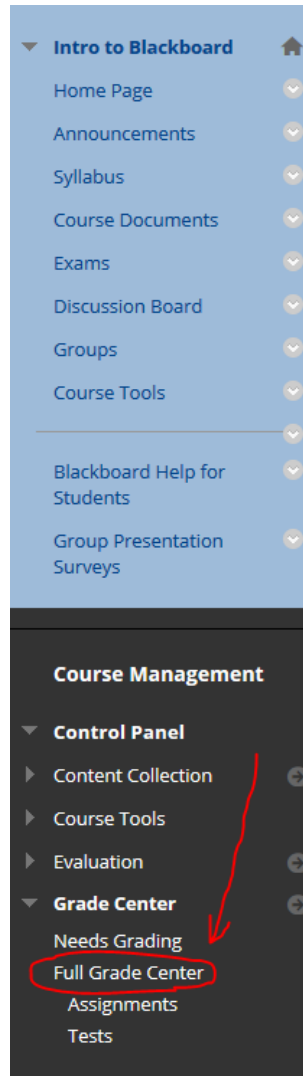


How to Clear an Exam Attempt on Blackboard

Step 1) Log in to your course on Blackboard, and go to the “Full Grade Center”.



[continued on next page...]

Step 2) Locate the column associated with your Exam, and the row associated with the student who submitted their exam. In this example, the exam was titled “Midterm”, and we will be looking at student “James Weirich_Previewuser”.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

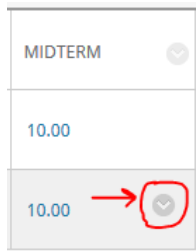
Create Column Create Calculated Column Manage Reports

Grade Information Bar									
<input type="checkbox"/>	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	AVAILABILITY	WEIGHTED TOTAL	TOTAL	MIDTERM	ATTENDANCE
<input type="checkbox"/>	Stestperson9	Student	200406170130208:		Available	--	308.50	10.00	100.00
<input type="checkbox"/>	Weirich_PreviewUs	James	23521590_preview		Available	--	98.50	10.00	--

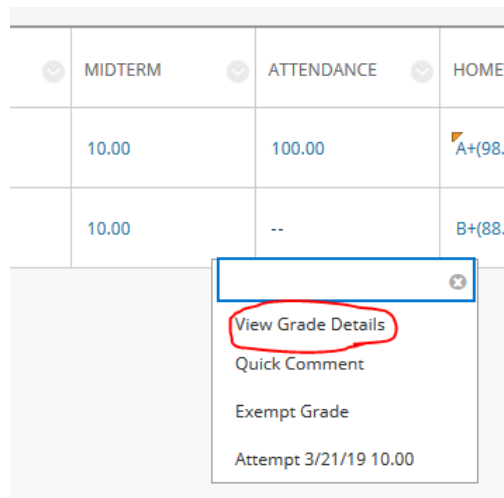
Selected Rows: 0

Move To Top Email

Step 3) Move your mouse cursor into the cell associated with that student’s exam submission. You will see a little down arrow appear:



Step 4) Click the down arrow, and you will see a list of options. Select “View Grade Details”:



Step 5) On the next page, look to the right, and click “Clear Attempt.”

Grade Details

User **James Weirich_PreviewUser (23521590_previewuser)** < > Column **Midterm (Test)** < >

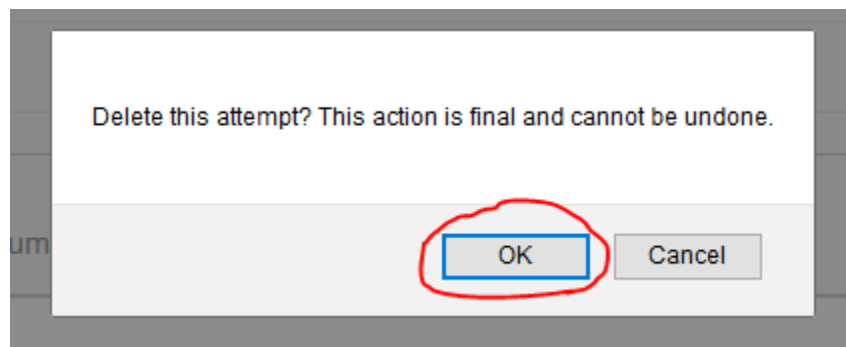
Current Grade: **10.00** out of 10 points **Exempt**
Grade based on Last Graded Attempt
Due: None
Calculated Grade 10.00
[View Attempts](#)

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

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Mar 21, 2019 2:29:40 PM	Mar 21, 2019 2:29:46 PM (Completed)	10.00			Grade Attempt Clear Attempt Ignore Attempt

Delete [Last Attempt](#)

Step 6) A pop up will appear, asking you to confirm your selection. Click “OK” to finalize.



Step 7) If successful, you will see a banner saying “Attempt was cleared successfully.” Now your student can retake the exam.

Attempt was cleared successfully.

Grade Details

User **James Weirich_PreviewUser (23521590_previewuser)** < > Column **Midterm (Test)** < >

Current Grade: - out of 10 points **Exempt**
Grade based on Last Graded Attempt
Due: None

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

Date Created	Date Submitted (or Saved)	Value
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