Clear a Test Attempt

Steps

- 1. Enter the course in Blackboard.
- 2. In the Control Panel, click on **Grade Center** > **Full Grade Center**.
- 3. Hover over the test attempt (look for the student who needs to retake the test) that you would like to reset, and click on the drop-down arrow.
- 4. Select View Grade Details.

2.00		
		8
	View Grade Details	
	Quick Comment	
	Evenat Orada	
	Exempt Grade	
	Attempt 2/1/16 2.00	

5. On the right side of the screen, click on **Clear Attempt:**

		Grade base Due: None Calculated	d on La Grade	st Graded	Attempt				
		View Atte	empts						
Attempts	Man	ual Override	Colu	mn Details	Grade Histo	ry			
							Delete Last Atter	npt \$	G
Date Created	S	Jate Submitted (or Javed)		Value	Feedback to Learner	Grading Notes	Actions		
Sep 25, 2017 9:37:34 AM	s	ep 25, 2017 9	017 9:37:42 2.00 d)				Grade Attempt	Clear Attempt	
	(0	Completed)					Ignore Attempt		

-Return to Grade Center

6. The student will be able to re-take the test.