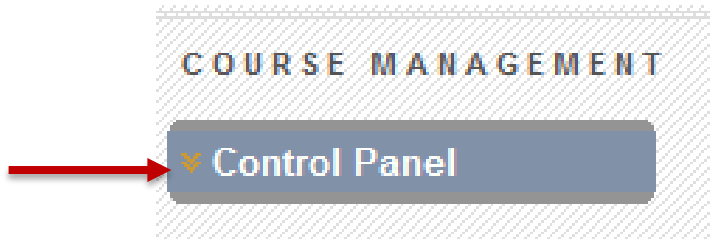
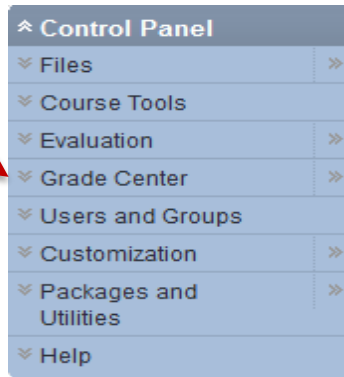


Deleting/Clearing an Attempt in Gradebook

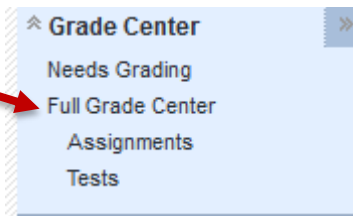
1. Once you are log into Blackboard, Click the down arrow next to **Control Panel**.



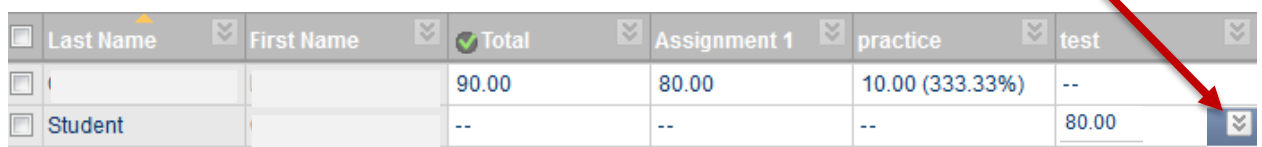
2. Click on **Grade Center**.



3. Click on **Full Grade Center**



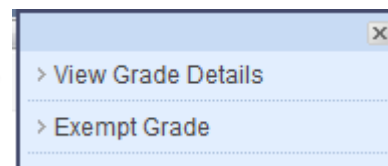
4. Click on the down arrow for Students Test/Quiz cell (Located under Test/Quiz Column).



A screenshot of a gradebook table. The table has columns for 'Last Name', 'First Name', 'Total', 'Assignment 1', 'practice', and 'test'. A red arrow points to the down arrow in the 'test' column for the 'Student' row.

Last Name	First Name	Total	Assignment 1	practice	test
		90.00	80.00	10.00 (333.33%)	--
Student		--	--	--	80.00

5. Click on **View Grade Details**.

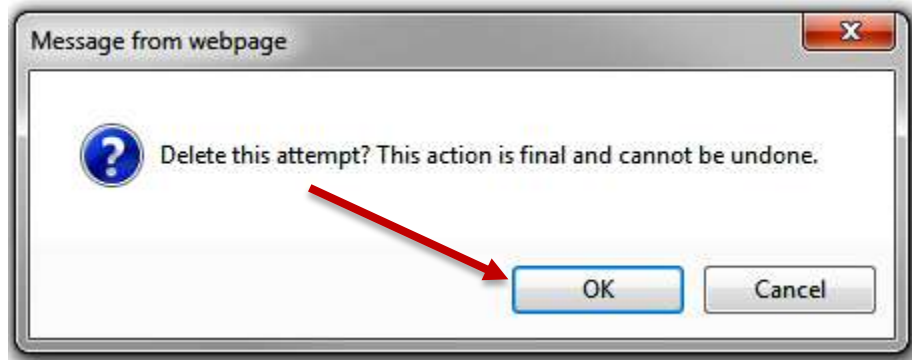


Deleting/Clearing an Attempt in Gradebook

6. Click **Clear Attempt**.

Value	Feedback to User	Grading Notes	Actions
80.00			<input type="button" value="Clear Attempt"/> <input type="button" value="Edit Grade"/>

7. Click **OK** to delete/clear the attempt.



8. Click **Return to Grade Center**.

Value	Feedback to User	Grading Notes	Actions
80.00			<input type="button" value="Clear Attempt"/> <input type="button" value="Edit Grade"/>

Icon Legend

