Clearing Attempts via Grade Details

When a student inadvertently submits an assignment incorrectly, such as including the wrong document file, Blackboard does not provide a way for the student to remove the submission. The Grade Details page provides a way for the Instructor to clear an attempt for a graded assessment.

Clearing an Attempt

To clear an attempt from the Grade Details page, follow these steps:

1. Move the cursor over the desired cell, and click the contextual arrow in the right-hand portion of the cell. The cell will usually display either a score or a Needs Grading icon.

2. Select View Grade Details from the menu.
3. The Grade Details page appears, with different features depending on the type of assessment to be graded and how many attempts are permitted. In this example, a student has submitted an assignment with the incorrect document attached.

4. Click the Clear Attempt button for the appropriate attempt, and then click OK to confirm your intention.

5. The attempt will no longer appear in Grade Center. Click Return to Grade Center if you have more work to do there, or navigate elsewhere via links on the Course Menu.

There is also an Allow Additional Attempt button that an instructor can click in order not to delete the original attempt. This is more useful for assignments or other assessments that allow more than one attempt. The Ignore Attempt button, also useful for multiple-attempt assessments, keeps the attempt but makes it ineligible for use in calculations.

**Deleting Attempts**

Closely related to clearing attempts is deleting attempts. The Delete drop-down allows you to select the first, most recent, highest-scored, or lowest-scored attempt at a graded assessment. You may also select attempts submitted within a specified date rage, or all attempts. Select the appropriate attempt from the list, and click Go.
Usually, assignments or tests that allow for multiple attempts will have a specification of which attempt is used for grading: first, last, highest, lowest, or average. The Delete drop-down should be used rarely if at all. If anything, the Attempts Between Dates… and All Attempts options are the primary reasons to use this feature.

**Group Assignments**

Group assignments have a slightly different set of buttons, including one labeled **Delete User Attempt**.