

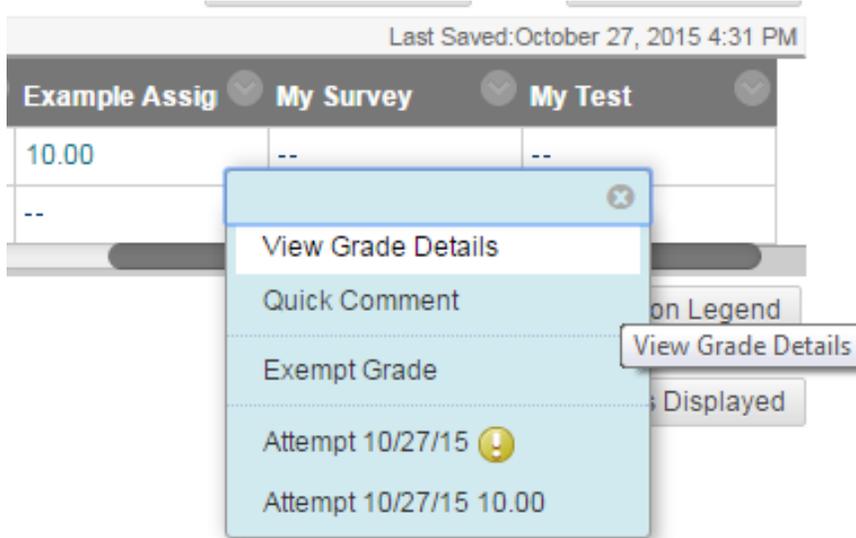
## Clearing a Student Submission – Blackboard Quick Reference Sheet

Sometimes a student submits work that is not acceptable for some reason. Normally our recommendation is to allow multiple attempts for submitting work. However, this is not always applicable, and/or in some cases will leave assignments “waiting” in your **Needs Grading** area. This document will walk you through removing those assignments.

### Case 1: Removing work from the Needs Grading area

This approach is useful when you want to remove work from showing up in your **Needs Grading** area, but you do not want to remove it from the system entirely.

1. Within your course, select **Grade Center** on the left menu and go to the **Full Grade Center**.
2. Locate the assignment and user with multiple attempts. Depending on how you have the gradebook setup, you may see a score and a yellow exclamation mark, or just a score.
3. Find the chevron next to the entry and left click it. From the pull down menu you will be able to see both attempts, but you want to select **View Grade Details**.



4. On the screen that appears, find the submission you want to remove (this will usually be one you have not graded, and thus will be marked by a yellow exclamation mark). To the right of the entry, click the button labeled **Ignore Attempt**.

<b>Current Grade:</b>		10.00 out of 10 points	Exempt
Grade based on Last Graded Attempt			
Due: None			
Calculated Grade 10.00			
<a href="#">View Attempts</a>			

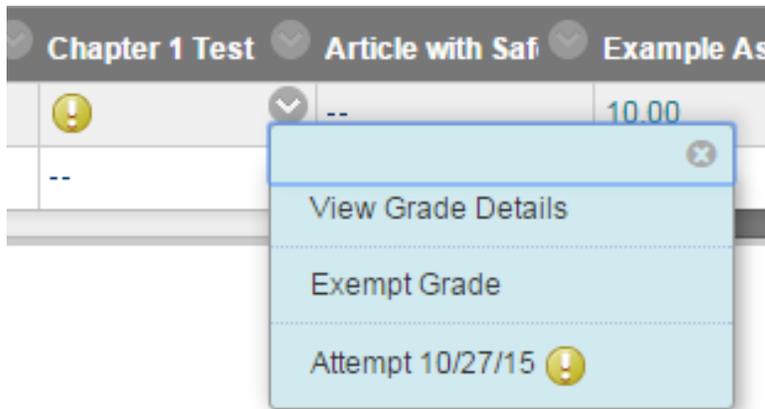
Attempts		Manual Override	Column Details	Grade History	Delete   Last Attempt		Go
Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions		
Oct 27, 2015 4:31:01 PM	Oct 27, 2015 4:31:01 PM (Completed)	10.00	<a href="#">View Rubric</a>		<a href="#">Grade Attempt</a>	<a href="#">Clear Attempt</a>	<a href="#">Ignore Attempt</a>
					<a href="#">Edit Grade</a>		
Oct 27, 2015 4:30:48 PM	Oct 27, 2015 4:30:48 PM (Needs Grading)	!			<a href="#">Grade Attempt</a>	<a href="#">Clear Attempt</a>	<a href="#">Ignore Attempt</a>
					<a href="#">Edit Grade</a>		

5. This will remove the attempt from **Need Grading**, but will not delete it from the system. This can be easily undone by clicking the **Do Not Ignore Attempt** button that will replace the **Ignore Attempt** option.

## Case 2: Clearing work from the System

This approach is useful for items that have only one attempt, and for which you do not want to set-up an exemption. Please be cautious as this process will remove student work from the system and cannot be undone.

1. Within your course, select **Grade Center** on the left menu and go to the **Full Grade Center**.
2. Locate the assignment. Depending on whether the item has been graded (by you or the system), you may see a yellow exclamation mark or a score.
3. Find the chevron next to the entry and left click it. From the pull down menu select **View Grade Details**.



4. On the screen that appears, find the submission near the bottom of the screen. To the right of the entry, click the button labeled **Clear Attempt**. Click **OK** on the popup window that appears. Once again, this is not reversible once chosen.

User Douglas Hemphill\_PreviewUser (hemphill\_previewuser) < > Column Chapter 1 Test (Test) < >

**Current Grade:** Needs Grading ⚠ out of 45 points **Exempt**

Grade based on Last Graded Attempt  
Due: None  
Calculated Grade

[View Attempts](#)

**Attempts** | Manual Override | Column Details | Grade History

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Oct 27, 2015 4:45:59 PM	Oct 27, 2015 4:46:05 PM (Needs Grading)	⚠			<a href="#">Grade Attempt</a> <a href="#">Clear Attempt</a> <a href="#">Ignore Attempt</a>

Delete Last Attempt [v] Go

5. The attempt is now removed from the system.