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.

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.

![Grade Center Menu](image)

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.

![Grade Attempt Options](image)

5. The attempt is now removed from the system.