Reset Students Submission for an Assignment

Requirement: To reset the student submission for an Assignment from the Gradebook.

- 1. Login into Blackboard.
- 2. Go into the course as an Instructor where you want to reset Assignment submission.
- 3. Go to Control Panel -> Grade Center -> Full Grade Center -> Assignment

Assignments	1	Edit Mode is:
+ 🖉 🖻 C ti	Assignments ©	
Trouble shoot for Assignments	Build Content V Assessments V Tools V Partner Content V	Ť
Assignments My Grades	Assignment 1	
COURSE MANAGEMENT Control Panel Content Collection Course Tools	Safe Assign - Testing Please write an article about your experience on Blackboard. >> <u>View/Complete</u>	
Evaluation Grade Center Needs Grading Full Grade Center Assignments	Safe Assign - Draft Testing >> View/Complete	
Tests Users and Groups		

4. Find your Assignment from the Grade Book Column where you want to reset submission for a student. In the below example, lets reset the submission for student "ds1111" for the Assignment "Assignment 1". The yellow circle with exclamatory symbol indicates needs grading.

A C Grade Center									Edit Mode is:
+ 🖻 Ć 🕸	Grade Cer	nter : Assig	gnments ©						
Trouble shoot for Assignments Home	When screen read When screen read and press the Ente	ler mode is on the ler mode is off, gro er key to submit. L	table is static, and ades can be typed Ise the arrow keys	l grades may be en directly into the c or the tab key to	ntered on the Grade D ells on the Grade Cent navigate through the	etails page, acc ter page. To en Grade Center.	cessed by selecting the ter a grade: click the c More Help	e table ce cell, type	ll for the grade. the grade value,
Assignments My Grades	Create Column	Create Calcul	ated Column 🗸	Manage 🗸	Reports 🗸			Filter	v Work Offline ∿
COURSE MANAGEMENT	Move To Top	Email 😣				Sort Colu	mns By: Layout Position	Ord	er. Ascending 📎
Content Collection		Eret Namo	Ucomano	Soction	Last Accord	Availability	Accument	Saved.0	Ctober 22, 2013 4.21 Pm
Course Tools	01	Student	ds1111	Section	October 22, 2013	Available			_
Evaluation	02	Student	ds2222		March 18, 2013	Available			
▼ Grade Center	Pulikool	Rupesh	rpulikool		October 1, 2013	Available	2.1		
Needs Grading	Selected Rows: 0		٠				4	-	
Full Grade Center Assignments Tests	Move To Top	Email 💝							Icon Legend
2015-221									Edit Rows Displayed

 Click on the Chevron on the needs grading or (students score if already graded) on the selected Graded Column. It will list all the attempts this student took so far. In this case, Click "Attempt 10/22/13".

When screen read and press the Ente	er mode is off, gra r key to submit. U	des can be typed se the arrow keys	directly into the o or the tab key to	cells on the Grade D navigate through the	ter page. To en Grade Center.	ter a grade: click th More Help	e cell, type the gro	ade value,
Create Column	Create Calcula	ited Column 🗸	Manage 🗸	Reports 🗸		111111	Filter	Work Offline 🗸
Move To Top	Email 📎				Sort Colu	mns By: Layout Posi	tion Sorder:	Ascending 💝
Last Name	First Name	Username	Section	Last Access	Availability	Assignment 1	A1	2
01	Student	ds1111		October 22, 2013	Available	9		
02	Student	ds2222		March 18, 2013	Available			0
	Rupesh	rpulikool		October 1, 2013	Available		View Grade Deta	ils
Pulikool		•		11		/	Exempt Grade	View Grade Det
Pulikool elected Rows: 0							10	0
Pulikool elected Rows: 0 Move To Top	Email 🛛						Attempt 10/22/13	

6. You will see the students Grade Details as below. Click on the "Clear Attempt" button to clear this attempt made by the student. Click "Ok" for the confirmation prompt. This will clear the selected attempt.

▼ Go
dit Grade
Icon Lege

7. You will see the screen like the below after clear.

empt was cleared	successfully.					
Grade Deta	ails					
12222					Jur	np to
		Onlynn Anninger	ont 1 (Accimmont)			
User Student 0		Column Assignm	ern i lassifinerier			
User Student 0	1 (QS1111) < >	Column Assignm	ent i (Assignment)			
Current Grade	: - out	of 10 points Exemp	t Attempt			
Current Grade	: - out Grade Due:	of 10 points Exemp e based on Last Grade None	t ad Attempt			
Current Grade	Castinit) < > - out a Grade Due: 1 Manual Override	column Assignm of 10 points Exemp e based on Last Grade None Column Details	t d Attempt Grade History			

8. Now you will see "No Grade" for this student under the grade column.

When screen rea When screen rea and press the Ent	nter : Assig der mode is on the t der mode is off, gra ter key to submit. U	inments able is static, and des can be typed ise the arrow keys	grades may be e directly into the o or the tab key to	ntered on the Grade D cells on the Grade Ceni navigate through the	etails page, acc ter page. To ent Grade Center. 1	eessed by selecting er a grade: click tl More Help	the table cell j he cell, type th	for the grade. e grade value,
Create Column	Create Calcula	ted Column 🗸	Manage 🗸	Reports 🗸	11111		Filter	Work Offline
→ Move To Top	Email 📎				Sort Colu	mns By: Layout Pos	ition 😸 Order:	▲Ascending ४
Grade Information B	ar						Last Saved:Octo	ober 22, 2013 4:31 PM
Last Name	🗧 First Name	Username	Section		Availability	👻 Assignment 1		
01	Student	ds1111		October 22, 2013	Available		-	
02	Student	ds2222		March 18, 2013	Available			
Pulikool	Rupesh	rpulikool		October 1, 2013	Available	++		
		1	1	1				•
Selected Rows: 0								

9. Student can start take the Assignment again.