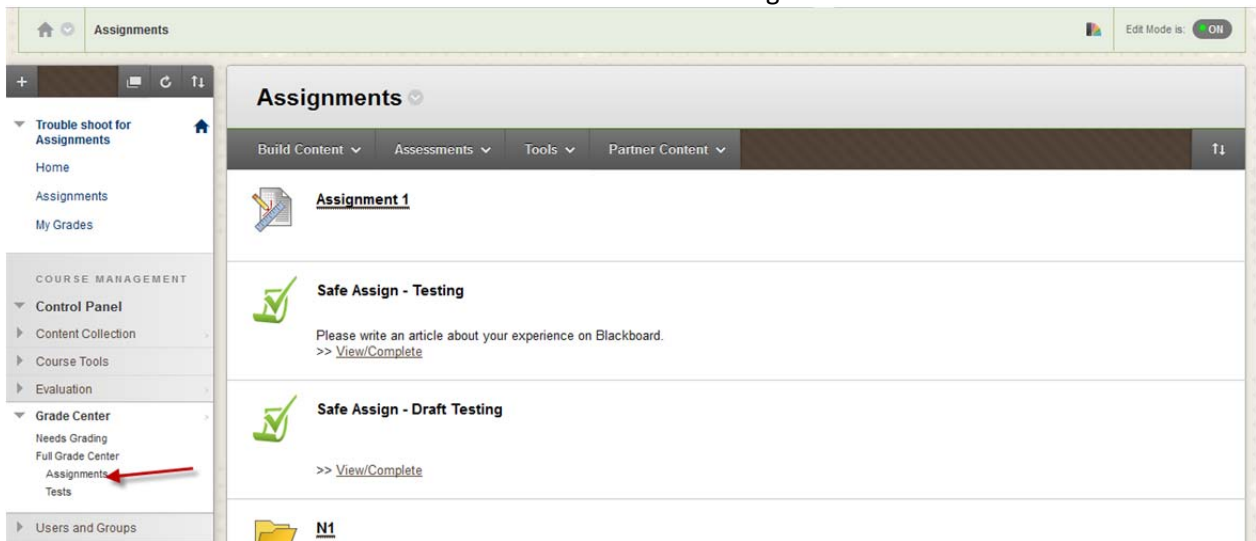


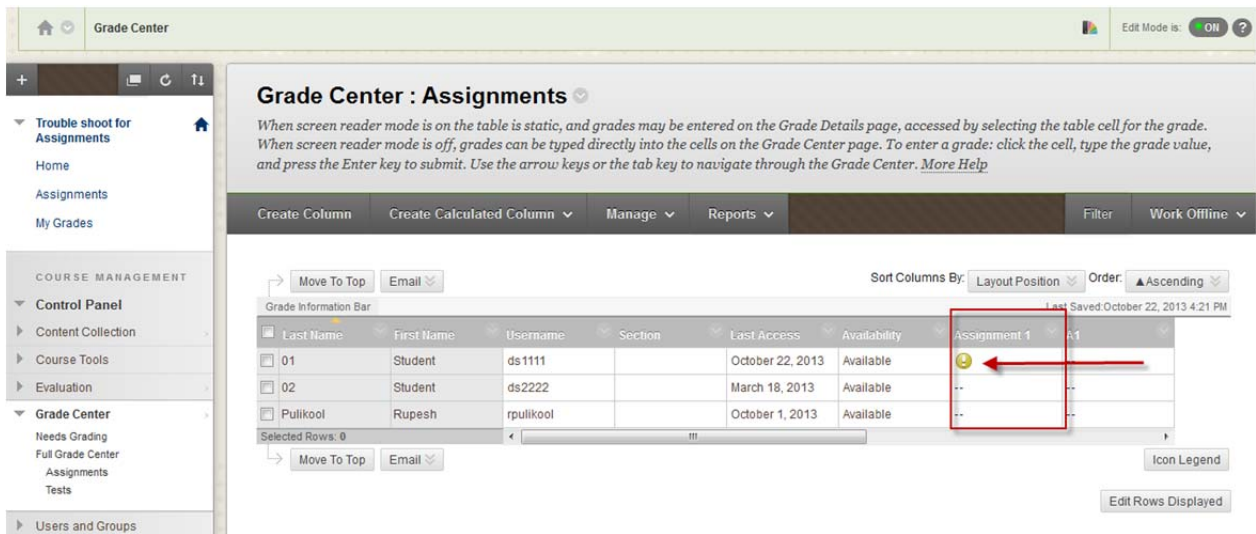
Reset Students Submission for an Assignment

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



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 exclamation symbol indicates needs grading.



- 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".

Grade Center : Assignments

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: October 22, 2013 4:21 PM

Last Name	First Name	Username	Section	Last Access	Availability	Assignment 1	A1
01	Student	ds1111		October 22, 2013	Available	⚠	--
02	Student	ds2222		March 18, 2013	Available	--	--
Pulikool	Rupesh	rpulikool		October 1, 2013	Available	--	--

Selected Rows: 0

View Grade Details Exempt Grade Attempt 10/22/13 Edit Rows Displayed

- 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.

Grade Details

Jump to...

User Student 01 (ds1111) Column Assignment 1 (Assignment)

Current Grade: Needs Grading ⚠ out of 10 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 User	Grading Notes	Actions
Oct 22, 2013 4:21:33 PM	Oct 22, 2013 4:21:33 PM (Needs Grading)	⚠			Grade Attempt Clear Attempt Ignore Attempt Edit Grade

Delete Last Attempt Go

Icon Legend

Return to Grade Center

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

Attempt was cleared successfully.

Grade Details

Jump to...

User **Student 01 (ds1111)** < > Column **Assignment 1 (Assignment)** < >

Current Grade: - out of 10 points **Exempt**
Grade based on Last Graded Attempt
Due: None

Attempts | Manual Override | Column Details | Grade History

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
--------------	---------------------------	-------	------------------	---------------	---------

Icon Legend

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

Grade Center : Assignments

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column | Create Calculated Column | Manage | Reports | Filter | Work Offline

Sort Columns By: Layout Position | Order: Ascending

Grade Information Bar | Last Saved: October 22, 2013 4:31 PM

Last Name	First Name	Username	Section	Last Access	Availability	Assignment 1	A1
01	Student	ds1111		October 22, 2013	Available	--	--
02	Student	ds2222		March 18, 2013	Available	--	--
Pulikool	Rupesh	rpulikool		October 1, 2013	Available	--	--

Selected Rows: 0

Move To Top | Email | Icon Legend | Edit Rows Displayed

9. Student can start take the Assignment again.