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](image1)

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.

![Grade Center: Assignments](image2)
5. 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”.

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

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

9. Student can start take the Assignment again.