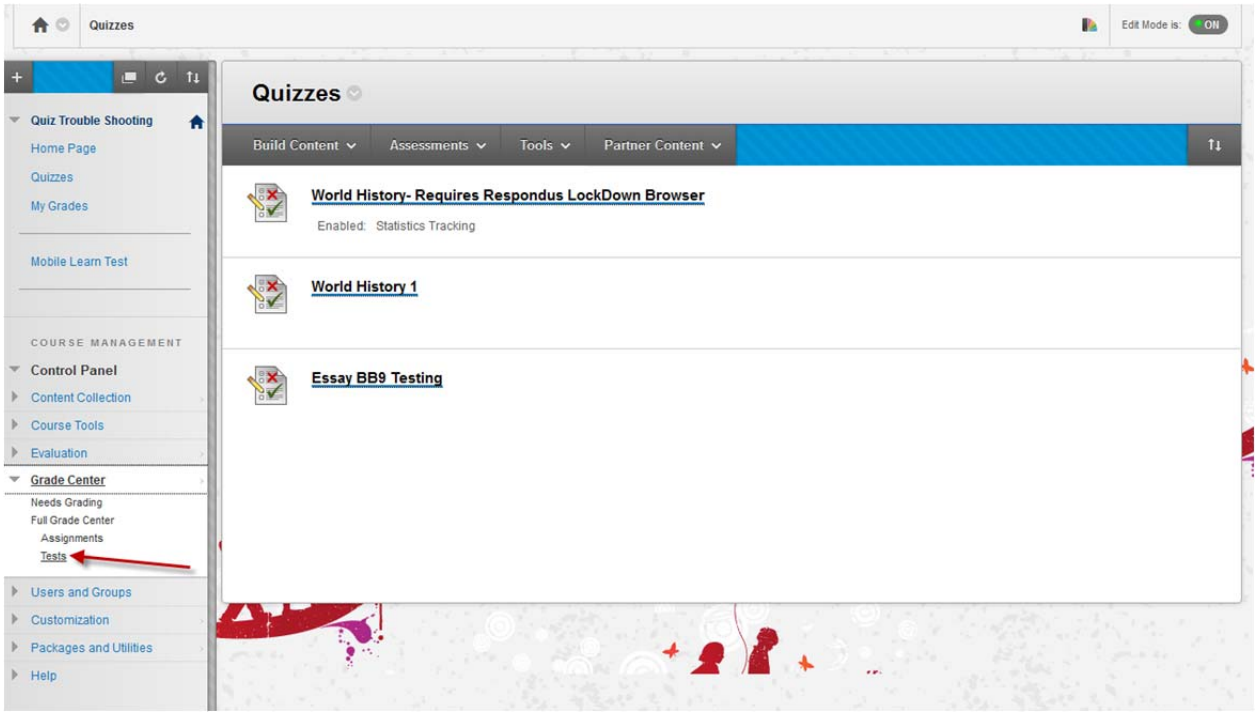
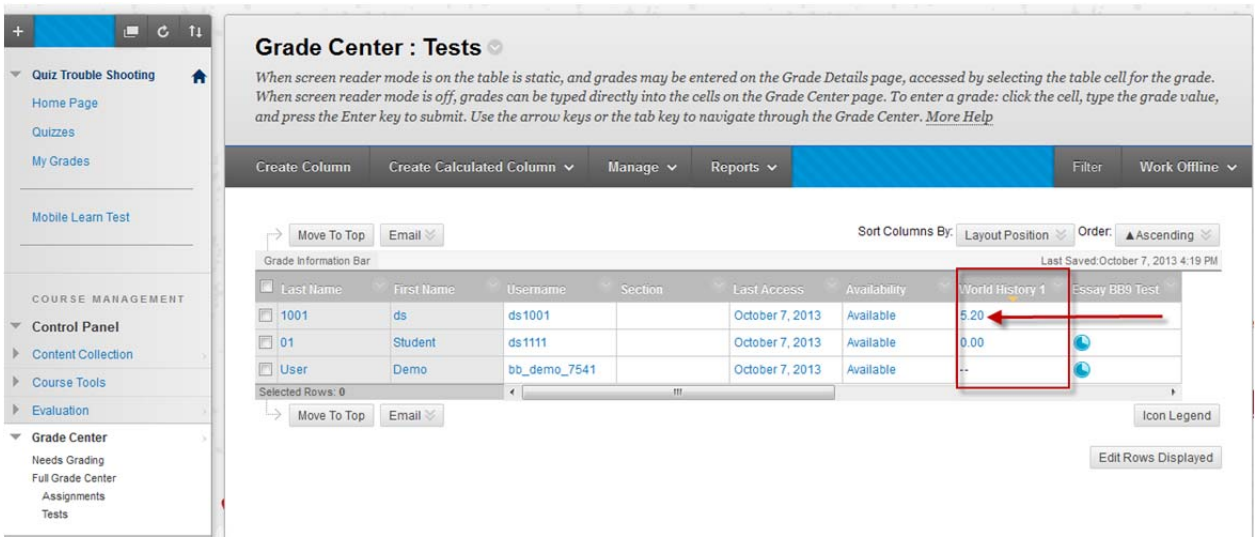
Reset Students Submission for a Quiz

Requirement: To reset the student submission for a Quiz from the Gradebook.

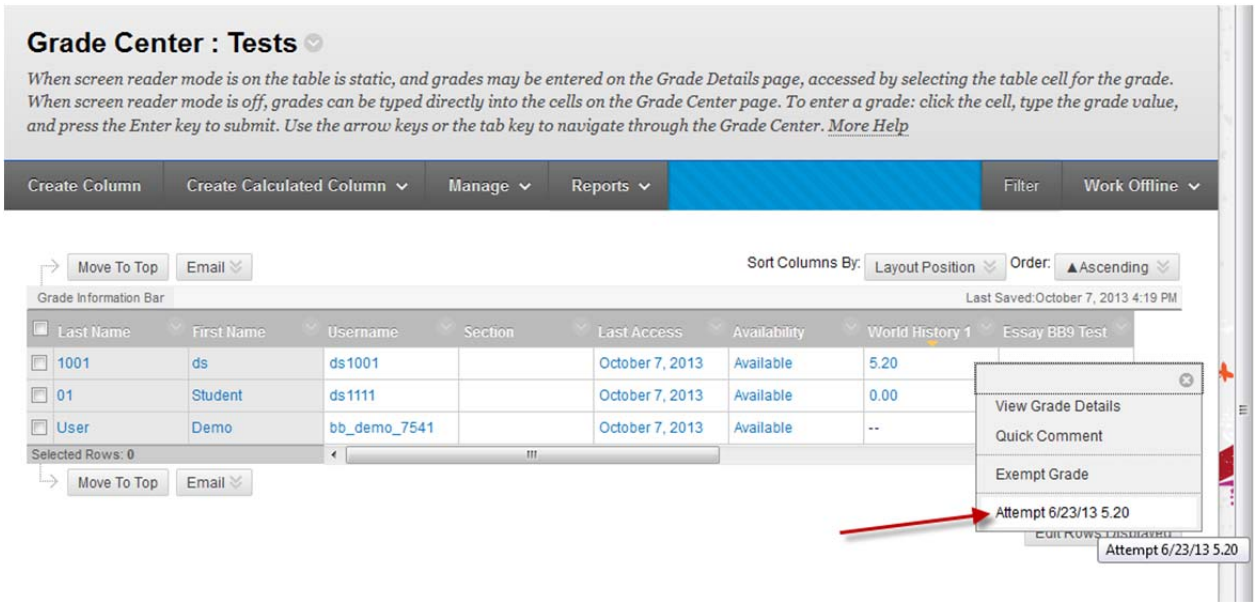
1. Login into Blackboard.
2. Go into the course as an Instructor where you want to reset Quiz submission.
3. Go to Control Panel -> Grade Center -> Full Grade Center -> Tests



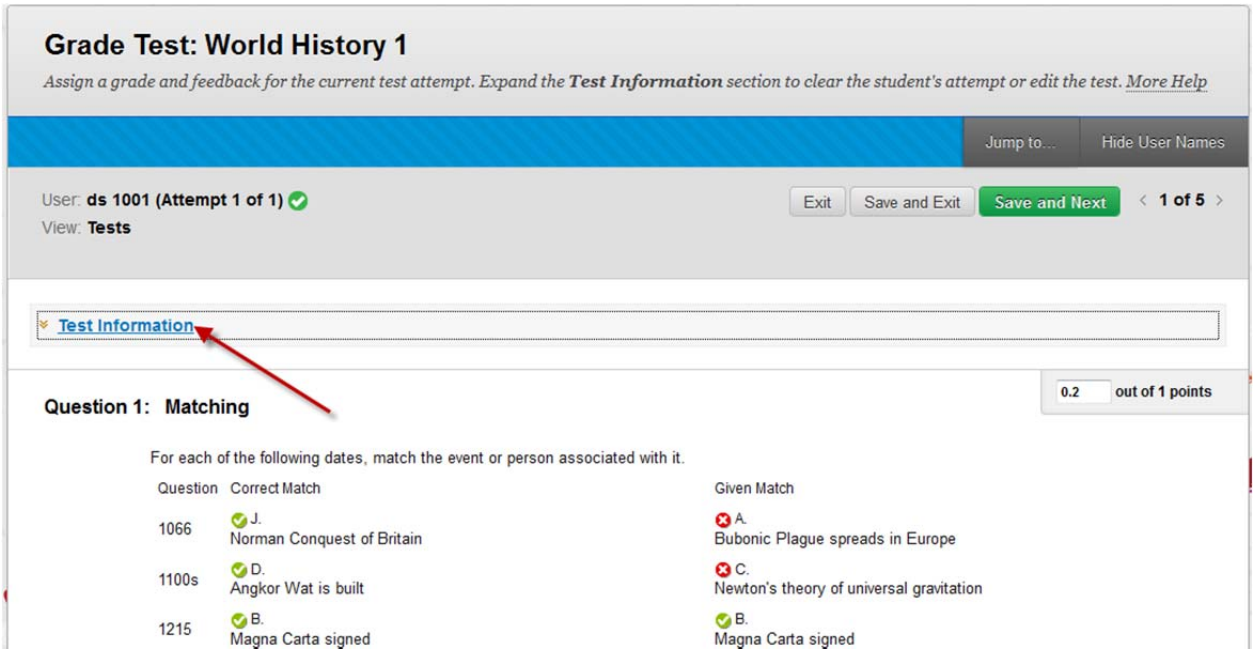
4. Find your Quiz from the Grade Book Column where you want to reset submission for a student. In the below example, lets reset the submission for student “ds1001” for the quiz “World History 1”.



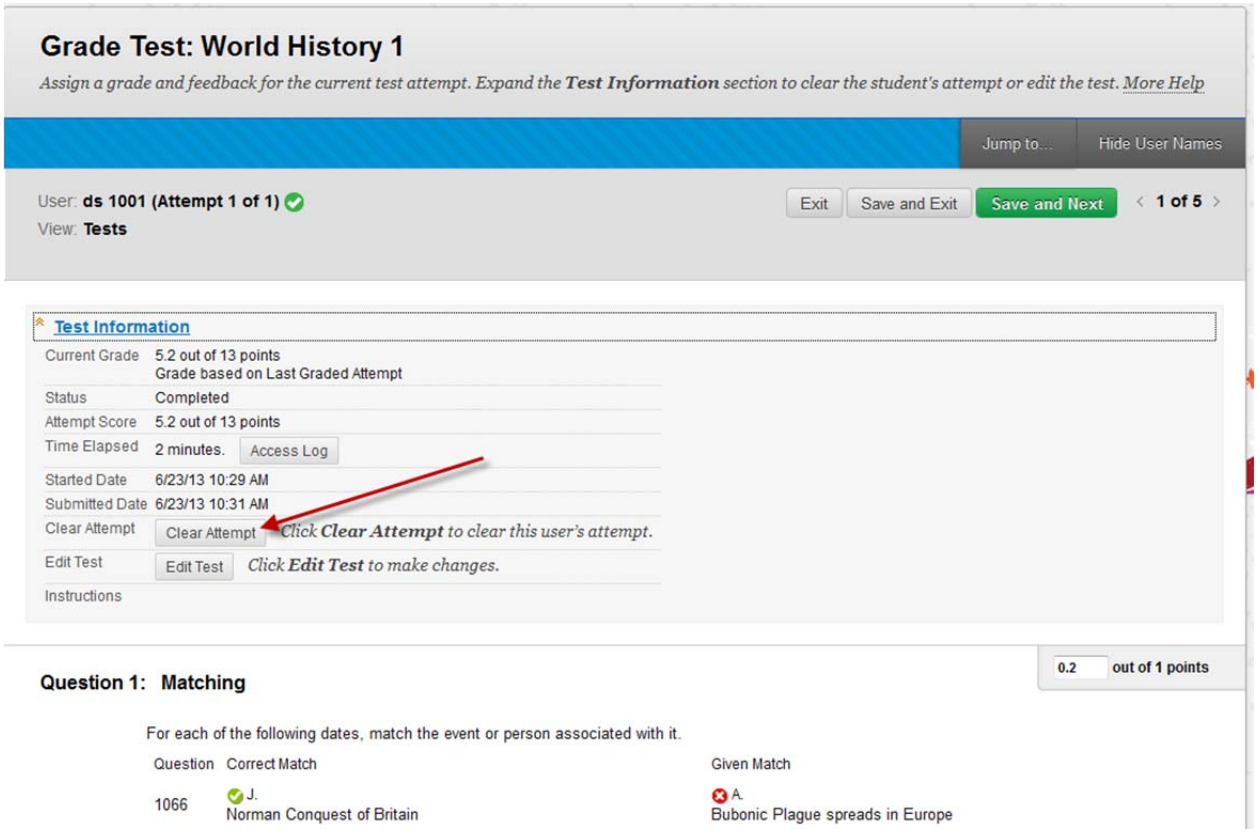
5. Click on the Chevron on the student score on the selected Graded Column. It will list all the attempts this student took so far. In this case, Click “Attempt 6/23/13 5:20”.



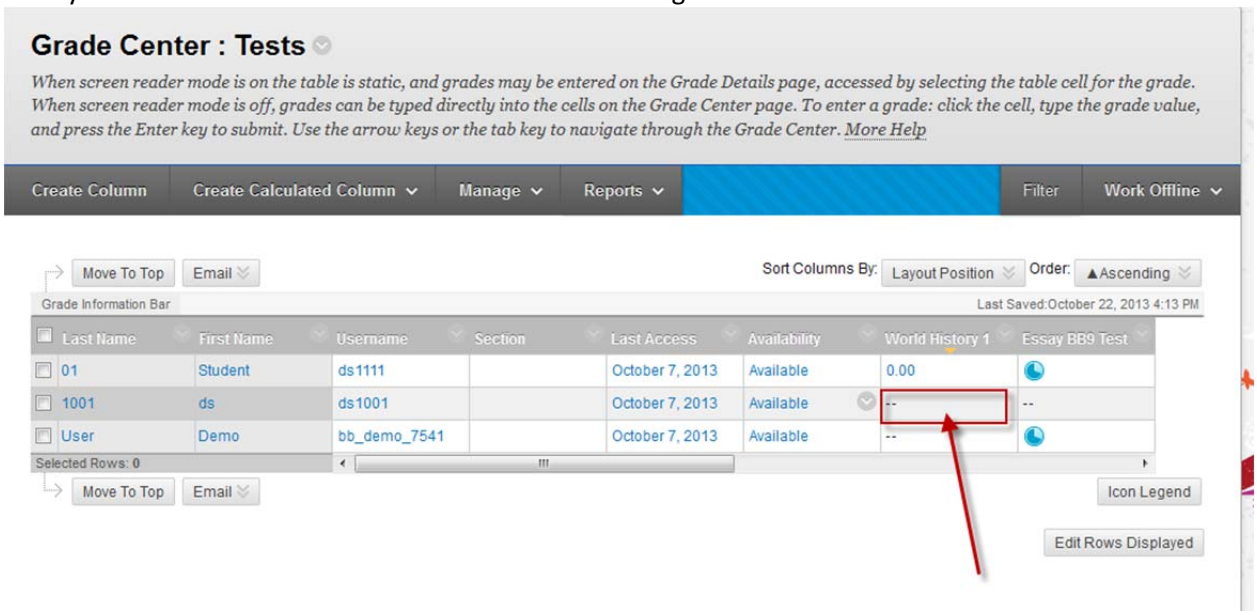
6. You will see the students attempt as below. Click on the “Test Information”.



7. 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.



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



9. Student can start take the test again.