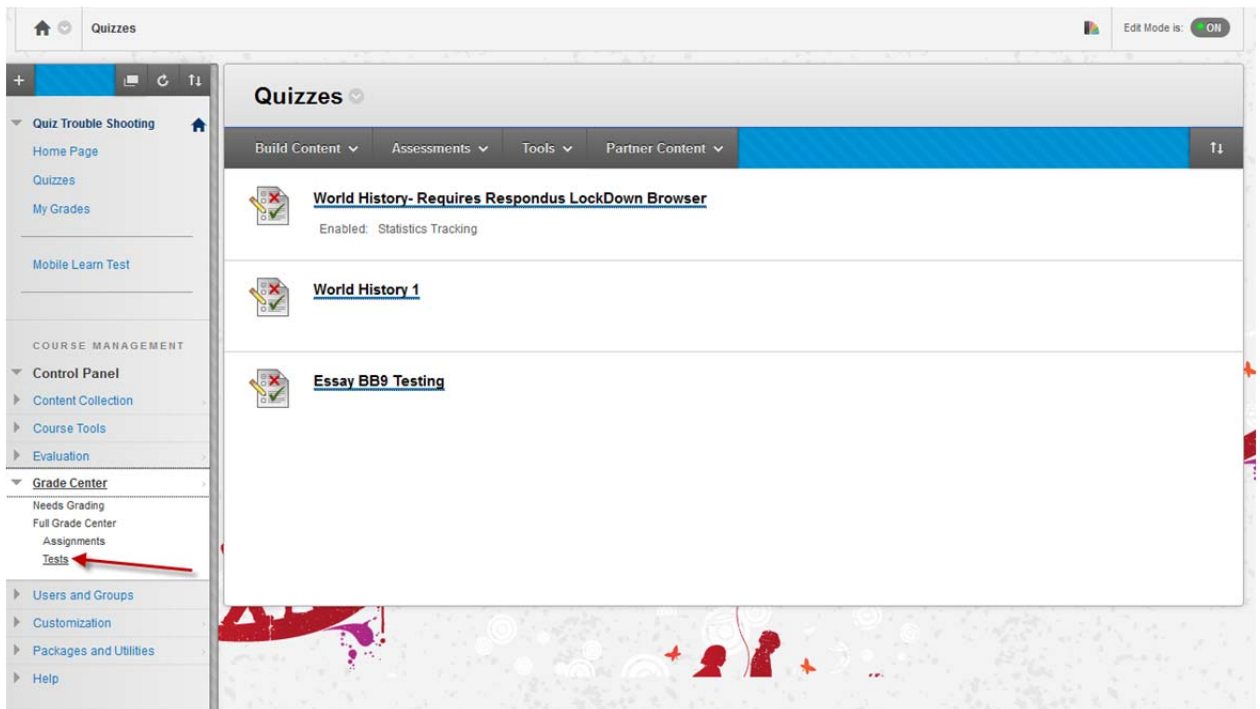


Reset Students Submission for a Quiz

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



The screenshot displays the Blackboard interface for a course. The top navigation bar includes a home icon, the word "Quizzes", and an "Edit Mode is: ON" indicator. Below this, a secondary navigation bar contains "Build Content", "Assessments", "Tools", and "Partner Content". The main content area lists three quizzes: "World History- Requires Respondus LockDown Browser" (with "Enabled: Statistics Tracking" below it), "World History 1", and "Essay BB9 Testing". Each quiz entry is preceded by a small icon of a document with a pencil and a checkmark. On the left side, a "COURSE MANAGEMENT" sidebar menu is visible, with the "Tests" option under the "Grade Center" section highlighted by a red arrow.

- Find your Quiz from the Grade Book Column where you want to reset submission for a student. In the below example, let's reset the submission for student "ds1001" for the quiz "World History 1".

Grade Center : Tests

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

Last Name	First Name	Username	Section	Last Access	Availability	World History 1	Essay BB9 Test
1001	ds	ds1001		October 7, 2013	Available	5.20	
01	Student	ds1111		October 7, 2013	Available	0.00	
User	Demo	bb_demo_7541		October 7, 2013	Available	--	

Selected Rows: 0

- 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".

Grade Center : Tests

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

Last Name	First Name	Username	Section	Last Access	Availability	World History 1	Essay BB9 Test
1001	ds	ds1001		October 7, 2013	Available	5.20	
01	Student	ds1111		October 7, 2013	Available	0.00	
User	Demo	bb_demo_7541		October 7, 2013	Available	--	

Selected Rows: 0

- View Grade Details
- Quick Comment
- Exempt Grade
- Attempt 6/23/13 5.20

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

Grade Test: World History 1
*Assign a grade and feedback for the current test attempt. Expand the **Test Information** section to clear the student's attempt or edit the test. [More Help](#)*

Jump to... Hide User Names

User: **ds 1001 (Attempt 1 of 1)** ✓
View: **Tests**

Exit Save and Exit **Save and Next** < 1 of 5 >

Test Information

Question 1: Matching 0.2 out of 1 points

For each of the following dates, match the event or person associated with it.

Question	Correct Match	Given Match
1066	✓ J. Norman Conquest of Britain	✗ A. Bubonic Plague spreads in Europe
1100s	✓ D. Angkor Wat is built	✗ C. Newton's theory of universal gravitation
1215	✓ B. Magna Carta signed	✓ B. Magna Carta signed

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.

Grade Test: World History 1
*Assign a grade and feedback for the current test attempt. Expand the **Test Information** section to clear the student's attempt or edit the test. [More Help](#)*

Jump to... Hide User Names

User: **ds 1001 (Attempt 1 of 1)** ✓
View: **Tests**

Exit Save and Exit **Save and Next** < 1 of 5 >

Test Information

Current Grade 5.2 out of 13 points
Grade based on Last Graded Attempt

Status Completed

Attempt Score 5.2 out of 13 points

Time Elapsed 2 minutes. [Access Log](#)

Started Date 6/23/13 10:29 AM

Submitted Date 6/23/13 10:31 AM

Clear Attempt [Clear Attempt](#) *Click **Clear Attempt** to clear this user's attempt.*

Edit Test [Edit Test](#) *Click **Edit Test** to make changes.*


Instructions

Question 1: Matching 0.2 out of 1 points





For each of the following dates, match the event or person associated with it.





Question	Correct Match	Given Match
1066	✓ J. Norman Conquest of Britain	✗ A. Bubonic Plague spreads in Europe

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



Grade Center : Tests 

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 

Move To Top  Email  Sort Columns By: Layout Position  Order: ▲ Ascending 


Grade Information Bar Last Saved: October 22, 2013 4:13 PM

<input type="checkbox"/>	Last Name	First Name	Username	Section	Last Access	Availability	World History 1	Essay BB9 Test
<input type="checkbox"/>	01	Student	ds1111		October 7, 2013	Available	0.00	
<input type="checkbox"/>	1001	ds	ds1001		October 7, 2013	Available	--	--
<input type="checkbox"/>	User	Demo	bb_demo_7541		October 7, 2013	Available	--	

Selected Rows: 0

Move To Top  Email  Icon Legend

[Edit Rows Displayed](#)



9. Student can start take the test again.