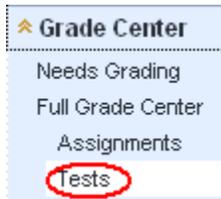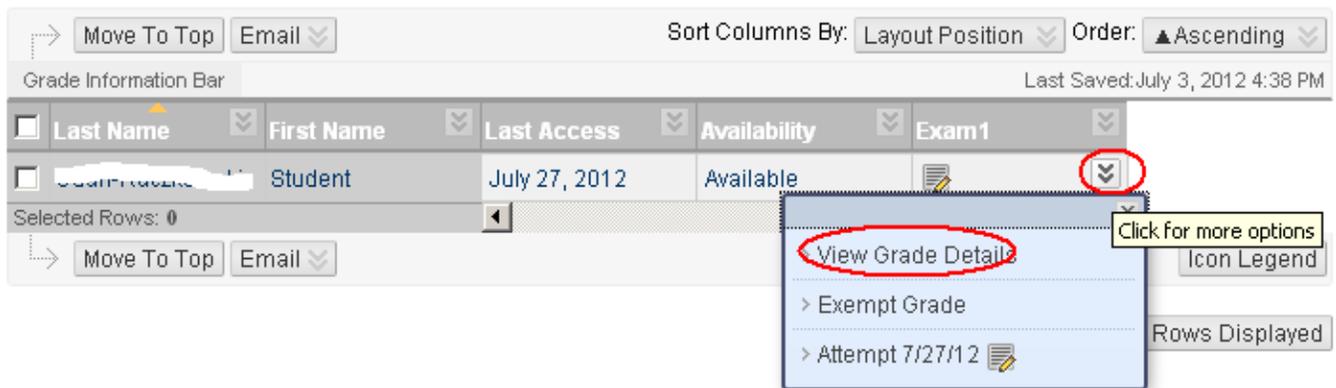# MxCC Distance Learning Documentation

Blackboard - How to Clear an Attempt in a Test

This instruction may be used under three circumstances:

a. A student started a test by "accident" and would like to take the test again.

b. A student started a test but experienced technical problems. You will allow the student to retake the test by "erasing" the previous result (attempt).

c. A student never gets your permission to take a reopened test. You will "erase" the student test result by "clearing" the attempt.

1. You will clear an attempt that a student made via Grade Center. In "Control Panel", click Grade Center. Click "Tests" under Grade Center.

2. Go to the crossing cell of the exam column and the student row. The gray "Test in Progress" icon ✎ means that the student has not submitted the test. Click the Action icon next to the cell and select "View Grade Details".

3. Before you clear an attempt, it is advised that you examine the student submission to see if any answers have been saved. Click "View Attempts".

4. You will see the questions and answers. For a question, the answer next to "Selected Answer" indicates the answer choice of the student. If there is no answer given to a question, there will be a red mark next to "Selected Answer". After you reviewed the answers, click "Exit".

*5. If no answers or just a few answers have been saved, you will allow the student to retake the test by clearing the attempt. In the "Grade Details" page, click "Clear Attempt" at the right bottom of the page. Click OK to confirm.

*Special Notes

When you have cleared an attempt, if the due time has not reached, the student is able to take the test again.

However if the due time has passed when you clear an attempt, you will need to set a new end time in the test for the student. Under this circumstance, refer to the instruction on **How to Reopen an Assessment.**

6. (1) If you see all answers have been saved, you will "Submit Attempt" for the student to receive a grade. Click "Test Information" link underneath the student name. Click "Submit Attempt". Click OK to confirm. The student will receive a score for the test in My Grades.

User: **Student Guan-Raczkowski (Attempt 1 of 1)** 📝   View: **Tests**   Exit

Test Information

Attempt In Progress

Question 1

1 + 3 = ?

Selected Answer: ✅ d.
4

User: **Student G** ... ___ ... **. (Attempt 1 of 1)** 📝   View: **Tests**   Exit

⤢ **Test Information**

Status	In Progress (Submit Attempt)
Score	
Time Elapsed	
Started Date	
Submitted Date	
Instructions	
Clear Attempt	
Edit Test	Edit Test Click **Edit Test** to make changes.

The page at https://commnet-learn.blackboard.com says:

❓ Submit this attempt on behalf of the student? This action is final and cannot be undone.

OK   Cancel

Attempt In Progress

Question 1

1 + 3 = ?

Selected Answer: ✅ d.
4

Correct Answer: ✅ d.
4

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(2)   However, when there are a few questions not saved, you will still do Step 6-(1). For the questions without answers saved, you may email the student the questions and answer choices. Have student email you the answer choices. You will then grade the assessment

manually. Under this circumstance, refer to the instruction on **How to Grade a Test Manually**.