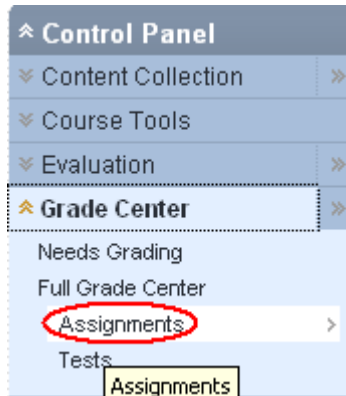


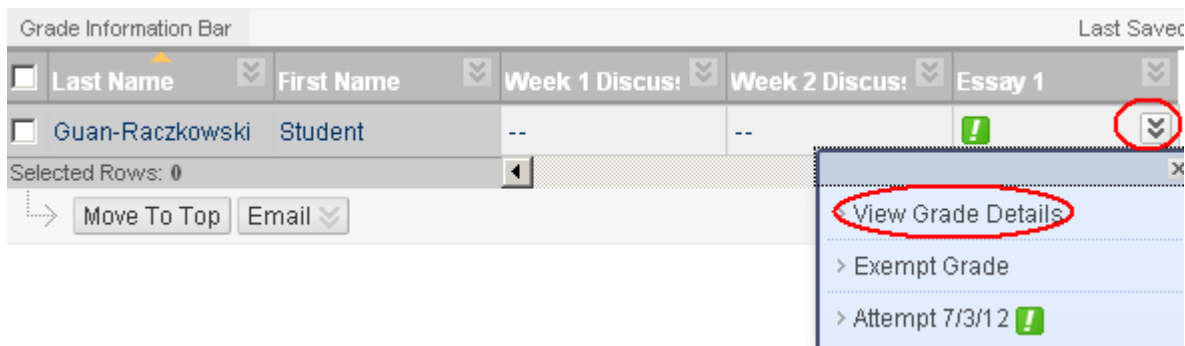
Blackboard - How to Clear an Attempt in an Assignment Dropbox

If a student mistakenly submitted an incorrect file in an assignment dropbox, you will clear the student's submission.

1. Go to Grade Center to clear submission in an Assignment dropbox. In "Control Panel", click "Grade Center". Click "Assignments".



2. In the Grade Center, you will see the assignment column. If a student has submitted his/her work, a ! notation is shown in the crossing "cell" of the student row and the assignment column. Click the action icon next to the ! notation. Select "View Grade Details".



3. At next page, select "Clear Attempt".

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Jul 3, 2012 4:38:59 PM	Jul 3, 2012 4:38:59 PM (Needs Grading)	!			Grade Attempt Clear Attempt Ignore Attempt Clear Attempt Edit Grade