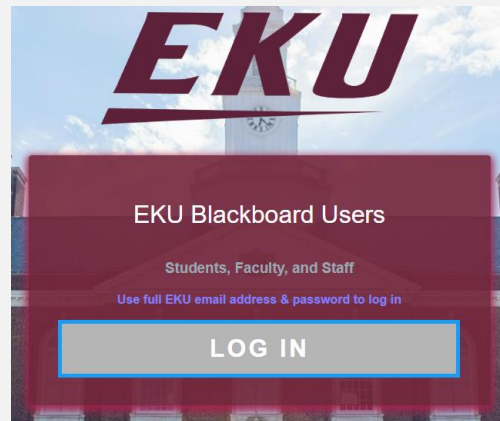# EKU ONLINE INSTRUCTIONAL DESIGN CENTER

CLEARING A STUDENT TEST ATTEMPT

Occasionally, you will need to clear a student's attempt at a test. Follow this process to learn how to clear an attempt and reset a test for a student. Note that when you clear an attempt, the student will restart the test from the beginning.
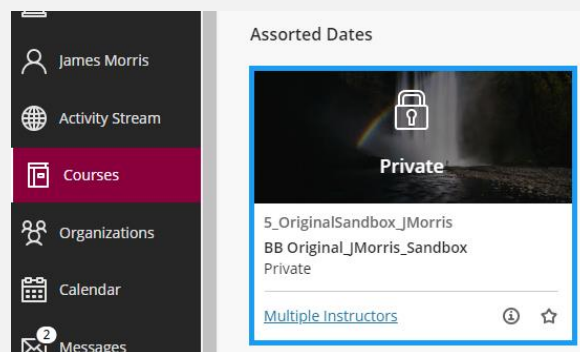
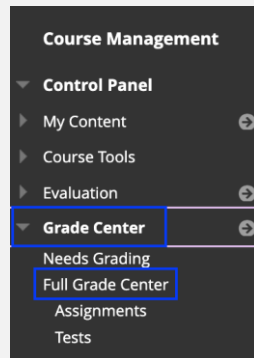| STEP 1 |
|---|

Log into Blackboard.	

STEP 2

Select the appropriate course in which needs to be made available.	

EKU ONLINE INSTRUCTIONAL DESIGN CENTER

STEP 3

In the Control Panel, click on Grade Center > Full Grade Center.

Course Management

Control Panel
- My Content
- Course Tools
- Evaluation
- **Grade Center**
  - Needs Grading
  - Full Grade Center
  - Assignments
  - Tests
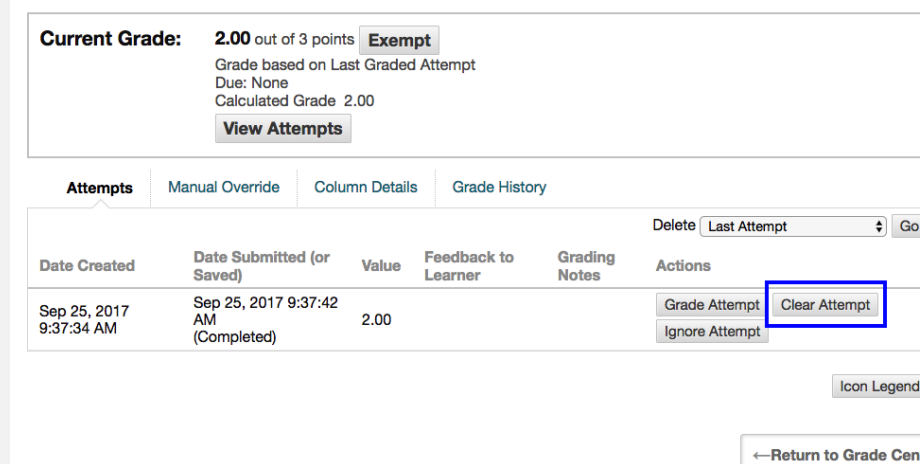
STEP 4

Locate the student and hover over the test attempt that you would like to reset, and click on the drop-down arrow.

2.00   --   --
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View Grade Details

Quick Comment

Exempt Grade

Attempt 2/1/16 2.00
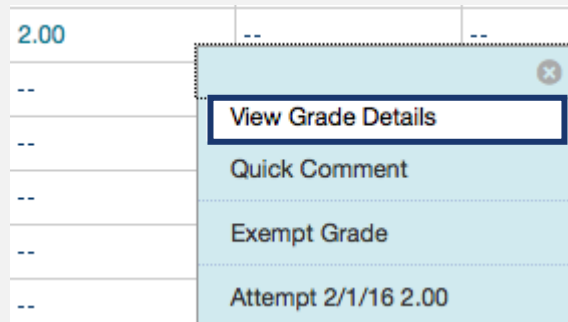
STEP 5

On the right side of the screen, click on Clear Attempt.

Current Grade: 2.00 out of 3 points [Exempt]
Grade based on Last Graded Attempt
Due: None
Calculated Grade 2.00
[View Attempts]

	Attempts	Manual Override	Column Details	Grade History		

Delete [Last Attempt] [Go]

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Sep 25, 2017 9:37:34 AM	Sep 25, 2017 9:37:42 AM (Completed)	2.00			[Grade Attempt] [Clear Attempt] [Ignore Attempt]

[Icon Legend]

[←Return to Grade Center]

This attempt has been cleared and the student should be able to retake the test. If the student reports that they are not able to take the test, check the availability, due dates, and date restriction settings.