

Clear Submitted Assignments

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| **Make sure edit mode is on****(Top right of screen)** |
| **Edit Mode is ON** | **Click to toggle.** | **Edit Mode is Off** |
| **Edit Mode Toggle is On** | **Edit Mode Toggle is OFF and there is a screen tip that says "CLICK TO TOGGLE EDIT MODE ON"** | **Edit Mode Toggle is Off** |

You can clear a students attempt on an assignment so they can re-submit it.
This can offer usually be prevented by providing students multiple attempts at an assignment.

1. On the left menu under Course Management click Grade Center and Assignments.
2. Move the mouse to the right of the graded or ungraded submission and you will see a down arrow.
3. Click View Grade Details

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| Graded submission | Ungraded submission |
| Blackboard screenshot showing full grade centre with grade. Arrow down View Grade Details | Blackboard screenshot showing full grade centre with no grade. Arrow down View Grade Details |

1. Click Clear Attempt
2. Confirm that you want to delete the attempt.
3. You will see a notice at the top of your window that states the attempt was cleared successfully and you will be directed back to the grade info.
4. Go back to the grade centre and see that the attempt has been cleared.

Interested in more educational tools? Check out our How-To Guides at: [www.ufv.ca/myclass/faculty-centre/faculty-tutorials](http://www.ufv.ca/myclass/faculty-centre/faculty-tutorials) or email us at asktlc@ufv.ca

