Faculty Quick Tips
Clear Attempt in BBL Gradebook

1. Navigate to the Full Grade Center

![Full Grade Center](image)

2. Locate the student and their attempt that you want to clear. Then, click on the drop-down menu next to that student’s attempt.

![Student Table](image)

3. Select View Grade Details

![View Grade Details](image)
4. On the right-hand side select **Clear Attempt** (figure 2)

5. **Click OK** to confirm you would like to delete this attempt.

You have now cleared the attempt and may return to grade center. The student can now take the exam again or resubmit an assignment attempt.