Faculty Quick Tips – Clear Attempt in BBL Gradebook

Steps to follow to Clear an Attempt on an Assignment or Test

1. Navigate to the Full Grade Center
2. Find the student you would like to reset the assignment or test
3. **Click to the drop-down menu** next to the student’s attempt (figure 1)
4. **Select View Grade Details** (figure 1)

5. On the right-hand side **select Clear Attempt** (figure 2)

6. Confirm that you would like to delete this attempt
7. You have now cleared the attempt and may return to grade center
8. The student can now take the exam again or resubmit an assignment attempt