It's always a good idea to archive your course before clearing student attempts. That way if you accidently clear the wrong students attempt you will be able to have cleared items restored.

1. Login to Blackboard and enter the course to clear a student’s assignment attempt.

2. Use the Control Panel to access Grade Center by clicking on Grade Center -> Assignments.

3. Locate the student in the Grade Center to clear their assignment attempt. Click on the contextual menu for the assignment to clear the attempt and select View Grade Details.

4. Under the Edit area Click the Clear Attempt button associated with the attempt to clear it.

5. Click the Ok button when prompted.