Blackboard 9.1 – How to Clear A Grade Attempt

Clear Grade Attempt – Main Grade Center Area

1. From the Control Panel area, click on Grade Center -> Full Grade Center.

2. Locate the column and cell of the student’s grade to clear a grade attempt.

3. Click on the student’s score.

4. Remove the score in the text box by either pressing your <delete> or <backspace> key. Grades can also be set to null by typing a dash ( - ) in the cell.

5. Press the <Enter> key.

6. When prompted with the Null this Grade? Window, click the OK button.

Clear Grade Attempt – Grade Detail Page

1. From the Control Panel area, click on Grade Center -> Full Grade Center.

2. Locate the column and cell of the student’s grade to clear a grade attempt.

3. Click the Drop Down Arrow to activate the Contextual Menu.
4. Select the **View Grade Details** link.

5. Click the **Clear Attempt** button.

6. Click the **OK** button when prompted.