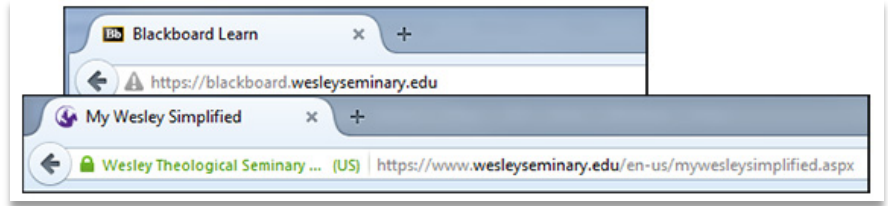
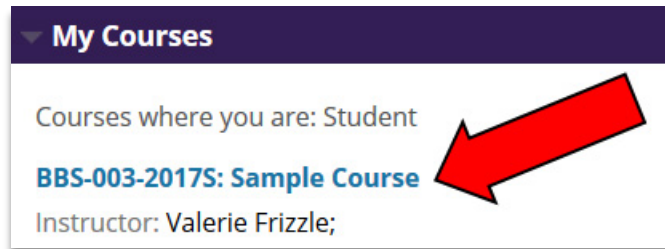


Clearing an Assignment Grade

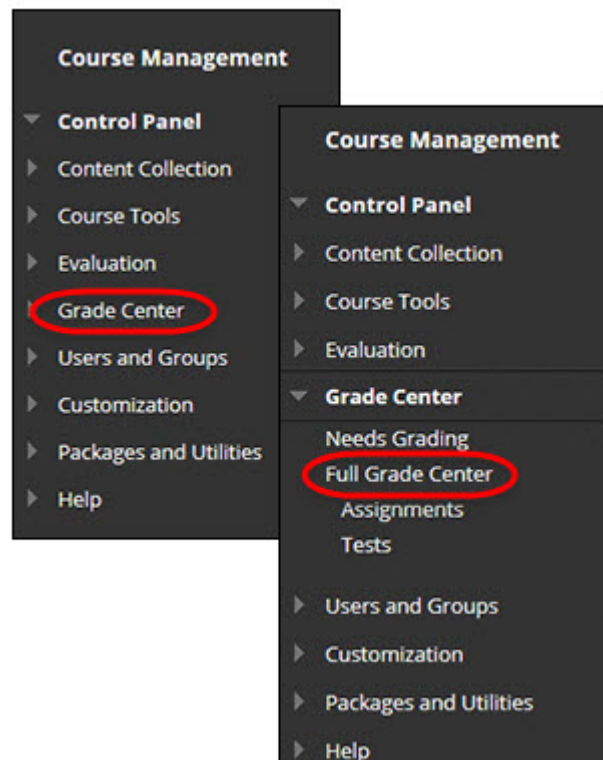
1. Navigate to Blackboard then enter your username and password.
You can do this either through [MyWesley](#) or blackboard.wesleyseminary.edu



2. Enter your course.



3. Click **Grade Center** in the Course Menu on the left. Then click **Full Grade Center**



-
4. Locate the name of the student in the Last Name column, then locate the Assignment title. Follow the row and column to the intersecting cell.

<input type="checkbox"/>	LAST NAME	FIRST NAME	WEIGHTED TOT	TOTAL	SAMPLE ASSIGN
<input type="checkbox"/>	Last Name: Arendale	First Name: Elsa	Weighted Total: --	Total: --	Sample Assignment --
<input type="checkbox"/>	Last Name: Benton	First Name: Jerrica	Weighted Total: --	Total: --	Sample Assignment ⚠
<input type="checkbox"/>	Last Name: Bond	First Name: James	Weighted Total: --	Total: --	Sample Assignment ⚠
<input type="checkbox"/>	Last Name: DeVil	First Name: Cruella	Weighted Total: --	Total: --	Sample Assignment ⚠
<input type="checkbox"/>	Last Name: Luthor	First Name: Lex	Weighted Total: --	Total: --	Sample Assignment ⚠
<input type="checkbox"/>	Last Name: Marquez	First Name: Dora	Weighted Total: --	Total: --	Sample Assignment --

5. Mouse over the cell so that a down arrow appears in the upper right of the cell.

Grade Information Bar					
<input type="checkbox"/>	LAST NAME	FIRST NAME	WEIGHTED TOT	TOTAL	SAMPLE ASSIGN
<input type="checkbox"/>	Last Name: Arendale	First Name: Elsa	Weighted Total: --	Total: --	Sample Assignment --
<input type="checkbox"/>	Last Name: Benton	First Name: Jerrica	Weighted Total: --	Total: --	Sample Assignment ⚠
<input type="checkbox"/>	Last Name: Bond	First Name: James	Weighted Total: --	Total: --	Sample Assignment ⚠
<input type="checkbox"/>	Last Name: DeVil	First Name: Cruella	Weighted Total: --	Total: --	Sample Assigni ⚠
<input type="checkbox"/>	Last Name: Luthor	First Name: Lex	Weighted Total: --	Total: --	Sample Assignment ⚠

6. Click the down arrow once expanding the menu then click **View Grade Details**.

LAST NAME	FIRST NAME	WEIGHTED TOT	TOTAL	SAMPLE ASSIGN
Last Name: Arendale	First Name: Elsa	Weighted Total: --	Total: --	Sample Assignment --
Last Name: Benton	First Name: Jerrica	Weighted Total: --	Total: --	Sample Assignment ⚠
Last Name: Bond	First Name: James	Weighted Total: --	Total: --	Sample Assignment ⚠
Last Name: DeVil	First Name: Cruella	Weighted Total: --	Total: --	Sample Assigni ⚠
Last Name: Luthor	First Name: Lex	Weighted Total: --	Total: --	Sample Assignm ⚠
Last Name: Marquez	First Name: Dora	Weighted Total: --	Total: --	Sample Assignm --
Last Name: Stark	First Name: Arya	Weighted Total: --	Total: --	Sample Assignment --

View Grade Details

Exempt Grade

Attempt 3/7/18 ⚠

7. There are a few options at this screen. The first option is to delete the attempt. The system defaults to the Last Attempt or the last thing the student submitted.

User **Lex Luthor (student004)** < > Column **Sample Assignment (Assignment)** < >

Current Grade: Needs Grading ⚠ out of 100 points Exempt

Grade based on Last Graded Attempt
Due: Mar 17, 2018
Calculated Grade

View Attempts

Attempts | Manual Override | Column Details | Grade History

Delete Go

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Mar 7, 2018 8:47:43 AM	Mar 7, 2018 8:47:43 AM (Needs Grading)	⚠			Grade Attempt Clear Attempt Ignore Attempt Edit Grade

8. You can also click

Clear Attempt which will delete the attempt

Ignore Attempt will keep the initial attempt but allow the student to submit another attempt at the assignment (This puts a note next to the attempt that it has been ignored. This can be unignored.)

or **Allow Additional Attempt** which will keep the original attempt and allow the student to submit another

User **Lex Luthor (student004)** < > Column **Sample Assignment (Assignment)** < >

Current Grade: Needs Grading ⚠ out of 100 points **Exempt**

Grade based on Last Graded Attempt
Due: Mar 17, 2018
Calculated Grade

[View Attempts](#)


Attempts Manual Override Column Details Grade History

Delete Last Attempt ▾ [Go](#)

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Mar 7, 2018 8:47:43 AM	Mar 7, 2018 8:47:43 AM (Needs Grading)	⚠			Grade Attempt Clear Attempt Ignore Attempt Edit Grade

This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt. Alternatively, you can mark an existing attempt as Ignored (Ignored Attempts are not counted against the maximum number of attempts).

[Allow Additional Attempt](#)



- Once you have finished, you will see a fuschia success indicator at the top of the screen, the assignment needing to be graded (the old one), and a space and information about the assignment to be submitted.

BBS-013-2017SU Sample Course 101 | Grade Center > Grade Details

Success: A new attempt has been created for this user.

Grade Details

User **Lex Luthor (student004)** | Column **Sample Assignment (Assignment)**

Current Grade: **Needs Grading** ⚠️ out of 100 points Exempt
 Grade based on Last Graded Attempt
 Due: Mar 17, 2018
 Calculated Grade
View Attempts

Attempts | Manual Override | Column Details | Grade History

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner
Mar 28, 2018 11:43:34 AM	Mar 28, 2018 11:43:34 AM (In progress) LATE		
Mar 7, 2018 8:47:43 AM	Mar 7, 2018 8:47:43 AM (Needs Grading)		

If you have any questions or problems, please contact Education Technology at edtech@wesleyseminary.edu