

Sonya Wilson

From: Stephanie Moye
Sent: Wednesday, January 20, 2016 4:02 PM
To: Online Instructors
Subject: Resetting a Test in Blackboard

Below are the steps for resetting/deleting/alter, etc. a test in Blackboard

Go to the Full Grade Center
Find the grade you want to reset, delete, alter, etc.
Click the arrow beside the grade
Select view grade details
Click clear attempt, or alter, whatever you need.
Click ok

If you allow multiple attempts, you will see both listed there as well.

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"Success is gained by failure and the willingness to try!!"