

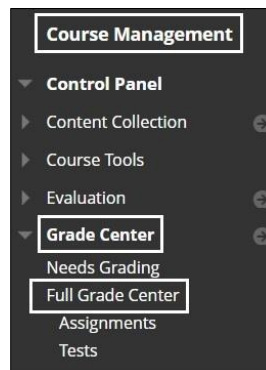


## Ignore or Clear Test Attempt

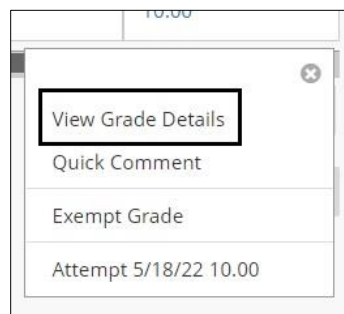
Instructors can ignore or clear a test attempt in the Full Grade Center. Ignoring a test attempt will keep the student's attempt and data but allow the student to take the test again. Clearing an attempt will delete the student's attempt and all data associated with that submission. It is recommended to use the Ignore Attempt option for record keeping purposes. Clear Attempt deletes all history and cannot be reverted.

### Access a Test Attempt

1. In a course, navigate to **Course Management > Grade Center > Full Grade Center**.



2. Scroll horizontally to **Test column > Mouse over student's cell** and select **downward arrow > Select View Grade Details**



## Ignore or Clear Test Attempt

3. On the View Grade Details page, under **Attempts >** Select **Clear or Ignore Attempt** button.

Attempts		Manual Override	Column Details	Grade History		
Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions	Delete Last Attempt
May 18, 2022 10:22:19 AM	May 18, 2022 10:22:48 AM (Completed)	10.00			View Attempt	Clear Attempt Ignore Attempt

**Special Note:** John Jay Blackboard Support highly recommends that the **Ignore Attempt** option is used rather than Clear Attempt. Ignoring a test attempt will keep the history of the previous attempt while allowing the student to take the test again. This is important for troubleshooting purposes but also to keep track of a student's history if they have ongoing issues with tests.

**Clearing an attempt will DELETE the test attempt and all history of submission.** This selection **cannot** be reverted once selected.

4. If **Ignore Attempt** is selected, this option can be reverted by selecting **Do Not Ignore Attempt**.

Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions	Delete Last Attempt
May 18, 2022 10:22:48 AM (Completed)	10.00 - Attempt Ignored			View Attempt	Clear Attempt Do Not Ignore Attempt

For more information and assistance, please email DOES Blackboard Support at [blackboard@jjay.cuny.edu](mailto:blackboard@jjay.cuny.edu)