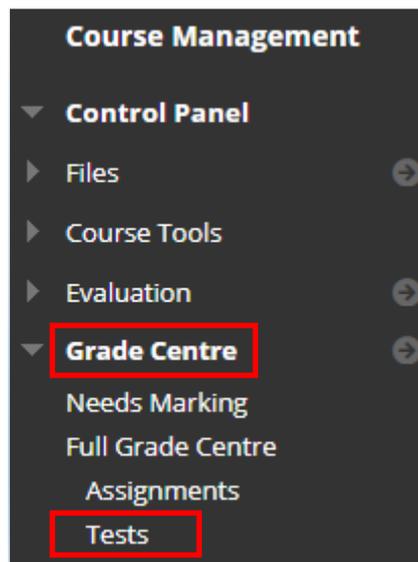


Resetting a Blackboard test for a student

This guide explains how a member of staff can reset a Blackboard test for a student. Resetting a test is necessary if a student accidentally submits a test or is required to retake a test. By following these steps, you will be able to allow a student to restart a Blackboard test and save a record of the first submission.

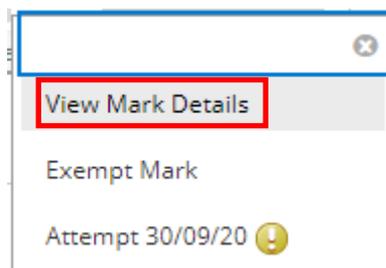
1. Open the Blackboard course where the test is located. In the left side navigation bar click on **Grade Centre** and then **Tests** as shown below.



2. Within the Grade Centre, locate the student's name and the test column.

Mark Information Bar						
<input type="checkbox"/>	LAST NAME	FIRST NAME	STUDENT ID	LAST ACCESS	AVAILABILITY	WEEK 1 TEST
<input type="checkbox"/>	McGeown_Previ	Ryan		30 September 2020	Unavailable	!

3. The cell with the student's submission will contain a yellow circle with an exclamation mark or a score. Hover your mouse in the cell, click on the drop down arrow and select on **View Mark Details**.



- The Mark Details shows information on the student and their submission. In the Actions column of the table, on the right hand side, click on the **Ignore Attempt** button. This keeps a record of the first submission and allows the student to retake the test.

User **Ryan McGeown_PreviewUser (mbxssrm2_previewuser)** < > Column **Week 1 Test (Test)** < >

Current Mark: **Needs Marking** ⚠ out of 10 points Exempt

Mark based on Last Marked Attempt
Due: None
Calculated Mark

View Attempts

Attempts | Manual Override | Column Details | Mark History

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Marking Notes	Actions
30-Sep-2020 17:04:37	30-Sep-2020 17:04:52 (Needs Marking)	⚠			View Attempt Clear Attempt Ignore Attempt

The Clear Attempt button will allow the student to retake the test but there will no longer be any record of the first attempt (not recommended).

- Ask the student to refresh the Blackboard course and restart the test.