

Clear Student Test or Survey Attempt

Introduction

For various reasons, a student may get locked out a test or survey and the instructor may wish to clear that student's attempt to enable the student to retake the test or survey.

Conditions that might prompt student test attempt reset

1. Under Test or Survey Options, there is a setting called Force Completion. If that setting is selected, then a student must complete the test or survey the first time entered. This prevents the student from stopping the test and re-entering multiple times. When this setting is used, however, it makes it impossible for a student to re-enter if locked out for some reason.
 - a. Solution 1: clear the student's test attempt (see instructions below).
 - b. Solution 2: under Test Options, uncheck Force Completion just long enough for the student to re-enter. (This is a good option if the student has taken most of the test already.)
2. If Force Completion is not checked, it is still possible (though less likely) that a student could get locked out. This setting is a reasonable option as the test timer keeps going even when the student logs out of the test. Blackboard records any overtime. (See below.)

Clear student attempt

In the Grade Center, follow the instructions in the images below.

1. Click chevron in student cell.

5.80

- > View Grade Details
- > Quick Comment
- > Exempt Grade
- > Attempt 9/12/11 5.80

2. Click Attempt.

3. Click chevron.

Test Information

Status	Completed
Score	5.8 out of 16 points
Time Elapsed	
Started Date	9/12/11 10:00 AM
Submitted Date	9/12/11 10:10 AM
Instructions	4. Click Clear Attempt.
Clear Attempt	<input type="button" value="Clear Attempt"/>

View test overtime

If a student goes beyond the time allotted for a test, a green exclamation point will appear in the Grade Center cell. When Attempt is clicked (see instructions just above), the amount of overtime displays.

⚠ Test Information - Test was submitted 16 minute(s) late.	
Status	Needs Grading
Score	8 out of 16 points
Time Elapsed	21 minutes out of 5 minutes.
Started Date	9/12/11 10:44 AM
Submitted Date	9/12/11 11:05 AM
Instructions	
Clear Attempt	<input type="button" value="Clear Attempt"/> Click Clear Attempt to clear this user's attempt.