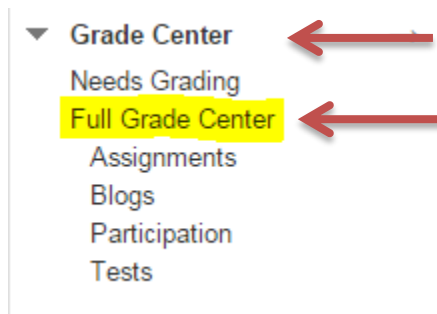


# How to Delete an Assignment

## 1. Delete an Assignment

- a. Click on Grade Center, then click on Full Grade Center.



- b. Find the column for the assignment and the student's name. There should be an exclamation point in the cell for that student under the assignment column. Click on the exclamation point.

**Grade Center : Assignments**

*When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade and press the enter key to navigate through the Grade Center. [More Help](#)*

Create Column    Create Calculated Column    Manage    Reports

Move To Top    Email

Grade Information Bar

| <input type="checkbox"/> | Last Name | First Name            | Paper #1 Dropt | Essay #3 | Essay 2 | Paper 1 Drop B |
|--------------------------|-----------|-----------------------|----------------|----------|---------|----------------|
| <input type="checkbox"/> | Frisque   | Justin (Test Student) | --             | 100.00   | 50.00   | --             |
| <input type="checkbox"/> | Gallanis  | Susan (Test Student)  | 90.00 (A-)     | --       |         | --             |
| <input type="checkbox"/> | Lecato    | Kaitlin               | --             | --       | --      | --             |
| <input type="checkbox"/> | Seefeldt  | Hannah                | --             | --       | --      | --             |
| <input type="checkbox"/> | Zipay     | Katherine             | --             | --       | --      | --             |

c. Click on the down arrow and a drop down menu should appear. Click on “View Grade Details”.

The screenshot shows a gradebook table with columns for Last Name, First Name, Paper #1 Dropt, Essay #3, Essay 2, and Paper 1 Drop B. The row for Susan (Test Student) Gallanis is selected, showing a grade of 90.00 (A-) for Paper #1 Dropt and 50.00 for Essay 2. A dropdown menu is open over the Essay 2 cell, with the 'View Grade Details' option highlighted. Red arrows point to the dropdown arrow and the 'View Grade Details' option.

| Last Name | First Name            | Paper #1 Dropt | Essay #3 | Essay 2 | Paper 1 Drop B |
|-----------|-----------------------|----------------|----------|---------|----------------|
| Frisque   | Justin (Test Student) | --             | 100.00   | 50.00   | --             |
| Gallanis  | Susan (Test Student)  | 90.00 (A-)     | --       | 50.00   | --             |
| Lecato    | Kaitlin               | --             | --       | --      | --             |
| Seefeldt  | Hannah                | --             | --       | --      | --             |
| Zipay     | Katherine             | --             | --       | --      | --             |

d. To remove the student’s submission entirely, click the “Clear Attempt” button. Warning: This will remove the student’s document from Blackboard, and you will no longer be able to access it. This should be used in situations where the student submitted the wrong document.

The screenshot shows the 'Attempts' tab for a student's submission. The current grade is 'Needs Grading' (1 out of 100 points). The submission is dated Feb 12, 2015, 1:10:58 PM, with a value of 0. The 'Clear Attempt' button is highlighted in yellow. A red arrow points to this button.

| Date Created            | Date Submitted (or Saved)                       | Value | Feedback to User | Grading Notes | Actions  |
|-------------------------|---|-------|------------------|---------------|--|
| Feb 12, 2015 1:10:58 PM | Feb 12, 2015 1:10:58 PM (Needs Grading)<br>LATE | 0     |                  |               | Grade Attempt <b>Clear Attempt</b> Ignore Attempt Edit Grade |

e. To allow the student to submit another document, click the “Allow Additional Attempt” button. The student should then be able to click on the Assignment link and submit again.

The screenshot shows the 'Attempts' tab for a student's submission. The current grade is 100.00. The submission is dated Aug 14, 2014, 1:41:25 PM, with a value of 100.00. The 'Allow Additional Attempt' button is highlighted in yellow. A red arrow points to this button.

| Date Created            | Date Submitted (or Saved)           | Value  | Feedback to User | Grading Notes | Actions   |
|-------------------------|-------------------------------------|--------|------------------|---------------|---|
| Aug 14, 2014 1:41:25 PM | Aug 14, 2014 1:41:25 PM (Completed) | 100.00 |                  |               | 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).