



Instructional Technology Support - VITRC 248.204.3750 vitrc@ltu.edu

Blackboard Faculty FAQs

Topic: Blackboard Assignment Manager

Question:

How do I clear an attempt on a student's submission using Assignment Manager?

Answer:

1. In the **Grade Center**, click inside the cell with the **(!) icon** (! Indicates grading needed)
2. Click on the down arrows to the right of the active cell (**Action Link**).
3. Select **Grade Details** from the drop-down menu.
4. Scroll down. Click on **Clear Attempt**.
5. Click **OK** for remove this attempt.

Note: this action is final and cannot be undone.

6. The attempt is now cleared. Click **OK**.

Note: a student can now resubmit a paper using the View/Complete Assignment link.

Question:

How do I modify a student's submission using the Assignment Manager?

Answer:

1. In the **Grade Center**, click inside the cell of the column for the student.
2. Click on the down arrows to the right of the active Cell (**Action Link**).
3. Select **Grade Details** from the drop-down menu.
4. Scroll down. Click on **Modify Attempt**.
5. Select the option to **enter or modify a grade value**
Click **Save**.
6. Select options to **enter or modify Feedback** to User or **Grading Notes** only viewed by the instructor.
Click **Save**.
7. Click **OK**.

Note: Entering in a Grade or Feedback in the Attempt area enables students to view it when checking grades.

For Further Support Please Contact

Veraldi Instructional Technology and Resource Center
248.204.3750
vitrc@ltu.edu