

## How Do I Clear a Safe Assignment Submission Attempt and Allow Students to Resubmit?

1. Login to your Blackboard course and select **Control Panel** from left-hand side menu
2. Select **SafeAssign** located in the **Course Tools** section
3. Scroll through the list of SafeAssignments, under the assignment name select **>>View**
4. A listing students records will be shown; to the extreme right of the student's submission click on **Clear Attempt** (Figure 1)

SAFE ASSIGNMENTS DIRECT SUBMIT

SafeAssignments

To download all submitted papers in a ZIP-archive, click the Download button: [Download](#)

6 Users  
Displaying records 1 - 6

Student ID	Student Name	Text	File	Matching	SA Report	Submitted	
Student 1		-	-	-	-	-	-
Student 2		-	-	-	-	-	-
Student 3		-	-	0%	✓	Tue Sep 01 07:56:07 EDT 2009	<a href="#">Clear Attempt</a>
Student 4		-	-	-	-	-	-
Student 5		-	-	-	-	-	-

User: eLearning Student

Figure 2 Clear Attempt

Message from webpage

Are you sure you want to remove this attempt?

Must confirm action by clicking OK  
Student may now resubmit SafeAssign

Text	File	Matching	SA Report	Submitted	
-	-	-	-	-	-
-	-	0%	✓	Tue Sep 01 07:56:07 EDT 2009	<a href="#">Clear Attempt</a>
-	-	-	-	-	-
-	-	-	-	-	-

Figure 1 Confirm Action

5. Confirm that you want to remove assignment (Figure 2)
6. Confirmation screen will indicate that the attempt was cleared; click **OK**; will return to the Safe Assignment listing
7. Student may now resubmit the assignment