

# Instructor **Step** by **step**

## Resetting a Score Attempt in Blackboard

6 steps

This Step-by-Step explains the procedure for resetting a score attempt in Blackboard

1. Go into your course in [Blackboard](#)
2. Click on **Control Panel**
3. Click on a users score you wish to reset

Name (Last, First)	test_Dean	How did I do?
	Exam	Survey
	Pts Possible 60	Pts Possible 0
	Weight 0%	Weight 0%
Dean, Catrina	-	-
Dean, Catrina USER ADMINISTRATOR	0%	-
Duell, Christina	-	-

4. Click on **View**

User Name	Item Name	Item Date	Last Submitted/Modified	Grade	Points Possible	Average Score	Weight	
Catrina USER ADMINISTRATOR Dean (sid_dean_user)	test_Dean (Exam)	August 3, 2007	Monday, March 31, 2008 2:21:51 PM	00.00	60	25	0	<a href="#">View</a>

5. Click **Clear Attempt** button located near the top of the screen.

**Name:** test\_Dean  
**User:** Catrina USER ADMINISTRATOR Dean  
**Status:** Completed  
**Score:** 0 out of 60 points  
**Time Elapsed:** 0 hours, 1 minutes, and 17 seconds out of 0 hours and 5 minutes allowed.  
**Instructions:**  
**Clear Attempt:** Click **Clear Attempt** to clear this user's attempt.

Question 1 Jumbled Sentence 0 of 10 points

6. You will receive a confirmation box confirming the removal of the attempt. Click **OK** and the score and attempt will then be removed from Blackboard