## *Resetting Assessment Attempts*

1. Login to the Bb Learn system and go to the course.

2. Locate the Course Management Control Panel under the left hand menu and click on **Grade Center** to open the drop down menu. Click on **Full Grade Center**.

3. To reset attempts on a test, you go to the **Grade Center** column for the assessment and click on the **action link** (the two down arrows that appear when you place the mouse in the cell) for the students attempt and choose the attempt listed at the bottom with the date it was attempted.

4. When the attempt is displayed, go to the **Test Information** area and choose **Clear Attempt.**

5. Click **OK** to **Confirm** that you want to clear the attempt and you're done.