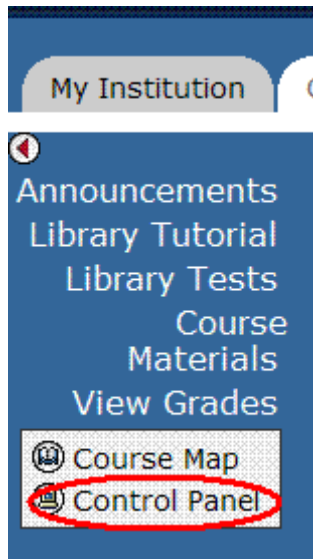
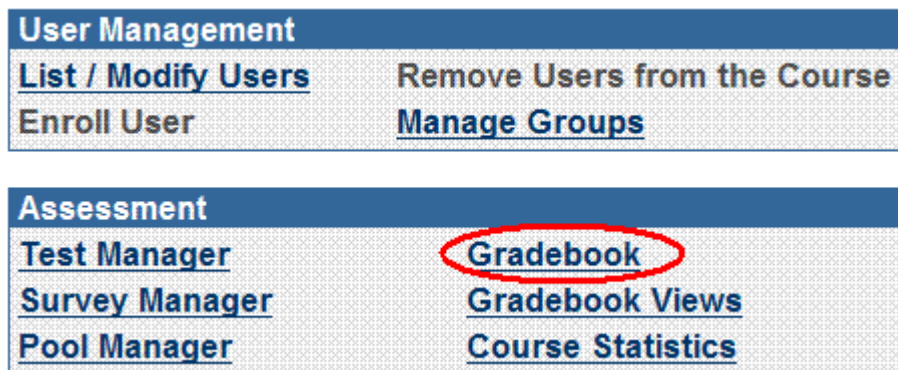


Clearing Test Scores and Locked Tests

1. Log into Blackboard and open the "Library Research Skills" course.
2. Click on "Control Panel".



3. Click on "Gradebook".



4. Click on the score (or the lock icon) you would like to clear.

Student Name (Last, First)	Section #	Library Research Skills Test	Library Tour Test
	Other Pts Possible: 0 Weight: 0%	Exam Pts Possible: 25 Weight: 0%	Exam Pts Possible: 20 Weight: 0%
[REDACTED]	=	=	=
	=	=	<u>16</u>

5. Check the date the test was taken. If it was taken on today's date do not clear the score yet. Any day prior to today's date can safely be cleared. Click on "View".

Grade	Points Possible	Class Average	Weight	
16.0	20	15.66	0.0	<u>View</u>

6. Click on "Clear Attempt".

TAKE SURE YOU ANSWER ALL 25 QUESTIONS.
 clicking this button.

Content Frame

Clear Attempt