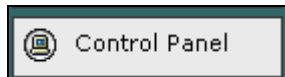


## Unlocking a Test or An Assignment in Blackboard

1. Login to Blackboard
2. Go to the class site in question from **My Courses** & into the **Control Panel** of the course



3. Go to **Gradebook** under the Assessment area



4. See if the Assignment/Test entry for the student has a padlock icon (as illustrated for Jane Doe below) or a !

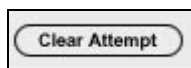
Student Name (First, Last)	Sample test Exam Pts Possible: 100 Weight: 0%
<a href="#">Jane, Doe</a>	
<a href="#">John, Doe</a>	-

Note: If the test/assignment entry for the student has a "-" [as illustrated for John Doe above] then Blackboard is not what is preventing the student from submitting their work. They could have an issue with their computer or connection

5. Click the padlock or ! icon
6. Click the **View** button at far right



7. Verify if their test or assignment attachments actually were submitted or not
8. If their work did not come through, click the **Clear Attempt** button



9. Click the **OK** button to verify the clear. The student will now be able to resubmit.