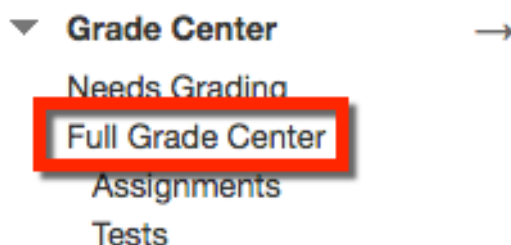
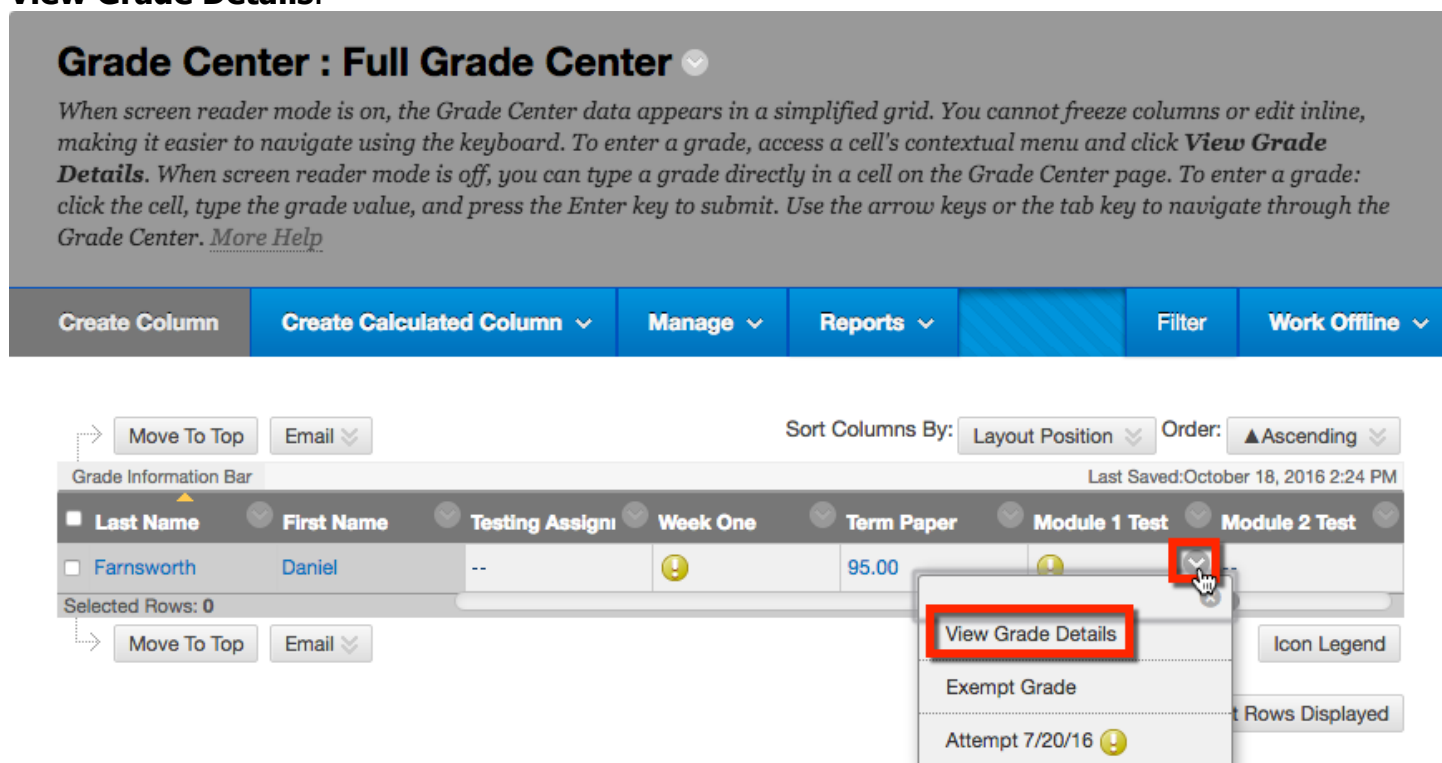


## Test Attempts

Enter a Blackboard course and proceed to the Full Grade Center under Grade Center in the Control Panel.



Find the test (column) and the students name (row). Hover your mouse over the yellow exclamation mark to make the down arrow appear. Click the down arrow to open the drop down menu and select **View Grade Details**.



The screenshot shows the 'Grade Center : Full Grade Center' page. At the top, there is a navigation bar with buttons for 'Create Column', 'Create Calculated Column', 'Manage', 'Reports', 'Filter', and 'Work Offline'. Below this is a table of student grades. The table has columns for 'Last Name', 'First Name', 'Testing Assignments', 'Week One', 'Term Paper', 'Module 1 Test', and 'Module 2 Test'. A student named 'Farnsworth, Daniel' is listed in the first row. The 'Module 1 Test' cell for this student contains a yellow exclamation mark. A dropdown menu is open over this cell, with 'View Grade Details' selected and highlighted with a red box. Other options in the menu include 'Exempt Grade' and 'Attempt 7/20/16'.

The Grade Details page opens.

Sometimes students will get kicked out of their test due to internet connectivity or other technical issues. If you only allow the students a single attempt and they get kicked out, they will not be able to go back into the test. The test will submit itself for grading. If you allow the student to retake the test, you must either ignore the attempt or clear the attempt. Once this process is done, the student will be able to retake the test.

1. **Grade Attempt:** Will open the grading page where you can input numeric values. Once submitted the student will be able to view how many points they received out of the total.
2. **Ignore Attempt:** This will hide the attempt and allow the student to retake the test. This will keep the data submitted with the test, such as start/end date, answers to questions, etc.
3. **Clear Attempt:** This will remove the attempt from Blackboard and allow the student to retake the test. Once removed, you will not be able to recover any of the students test data.

**Blackboard Questions?** Contact the Center for Active Engagement and Scholarship

Email: [blackboard@govst.edu](mailto:blackboard@govst.edu) Phone: (708) 534-4115

**Current Grade:** Needs Grading ⚠ out of 10 points **Exempt**  
 Grade based on Last Graded Attempt  
 Due: Mar 14, 2016  
 Calculated Grade  
**View Attempts**

Attempts Manual Override Column Details Grade History

Delete Last Attempt Go

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Jul 20, 2016 1:30:20 PM	Jul 20, 2016 1:30:26 PM (Needs Grading) <b>LATE</b>	⚠			1 Grade Attempt 2 Ignore Attempt 3 Clear Attempt

Depending on which option you selected, the attempt will either be cleared or hidden. Once this process is complete, return to the Full Grade Center.

**Current Grade:** - out of 10 points **Exempt**  
 Grade based on Last Graded Attempt  
 Due: Mar 14, 2016  
 Calculated Grade  
**View Attempts**

Attempts Manual Override Column Details Grade History

Delete Last Attempt Go

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Jul 20, 2016 1:30:20 PM	Jul 20, 2016 1:30:26 PM (Needs Grading) <b>LATE</b>	⚠ - Attempt Ignored			Grade Attempt Clear Attempt Do Not Ignore Attempt

You will notice the double line icon, which means there is no longer an attempt available. Please notify the student of the additional attempt, so they may retake and finish the test.

Grade Information Bar Last Saved: October 24, 2016 2:57 PM

Sort Columns By: Layout Position Order: ▲Ascending

Last Name	First Name	Testing Assign	Week One	Term Paper	Module 1 Test	Module 2 Test
Farnsworth	Daniel	--	⚠	95.00	--	--

Selected Rows: 0

Move To Top Email Icon Legend