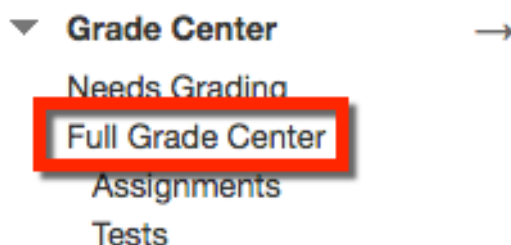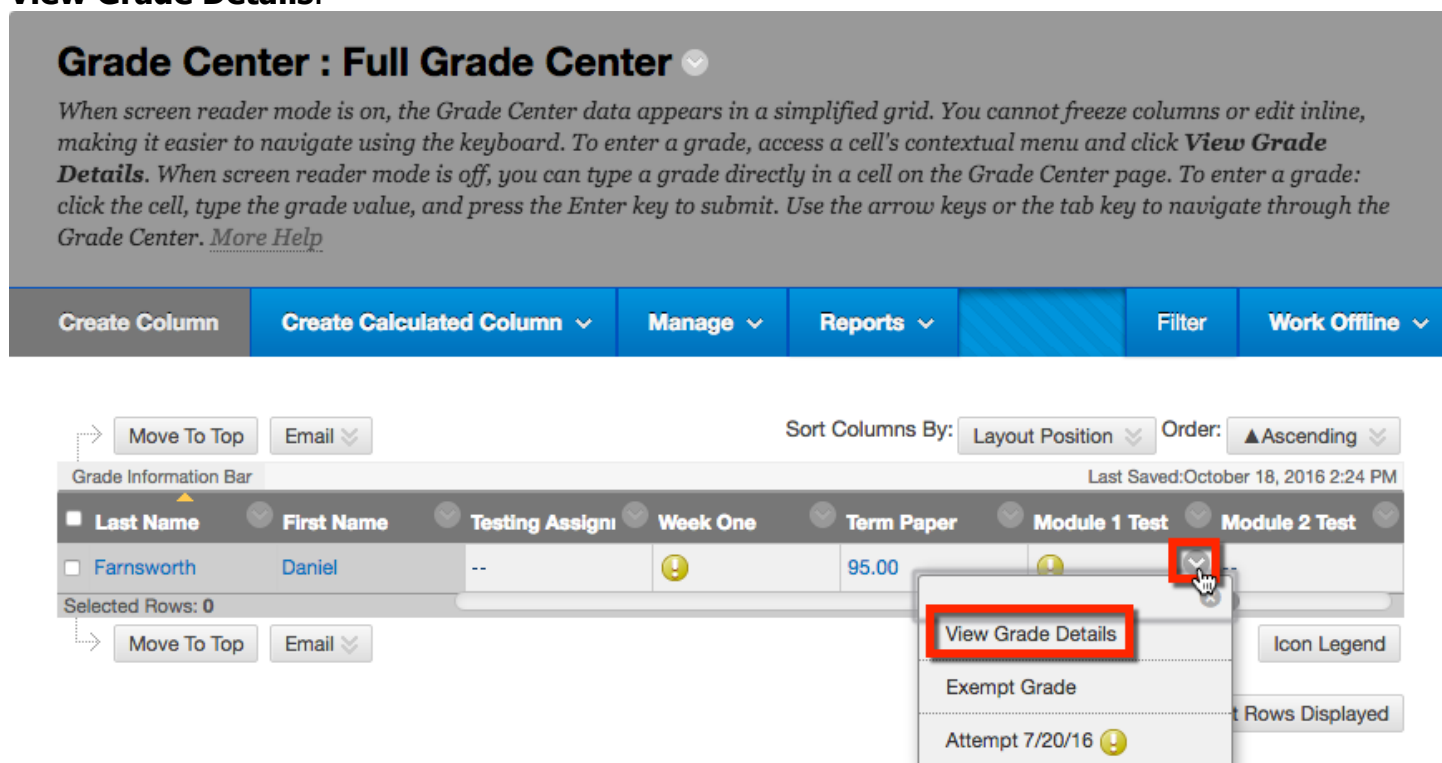# Test Attempts

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 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.

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) **LATE**	⊙			(1) **Grade Attempt** **Clear Attempt** (3) (2) **Ignore Attempt**

Depending on which option you selected, the attempt with 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)* **LATE**	⊙ - *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.

| | | Sort Columns By: | Layout Position ⌄ | Order: | ▲Ascending ⌄ |

→ **Move To Top**   **Email** ⌄

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

■ **Last Name**	**First Name**	**Testing Assignı**	**Week One**	**Term Paper**	**Module 1 Test**	**Module 2 Test**
☐ Farnsworth	Daniel	--	⊙	95.00	--	--

Selected Rows: **0**

→ **Move To Top**   **Email** ⌄   **Icon Legend**