Allow Additional Assignment Submissions

There are some cases where an instructor may want to allow a student to re-upload an assignment or re-take a test in Blackboard Learn, even though the rest of the class is still getting one attempt. This tutorial demonstrates how to allow additional attempts for one student on a specific assignment, test or other submission.

Step By Step

1. In the grade center, find the student whose attempt you would like to ignore. Follow the row of scores belonging to that student. The names of assignments are located at the top of each column. Once you have located the grade for the desired student and assignment, hover over the grade center cell and click on the drop-down arrow.

2. From the menu, choose “View Grade Details.” On this page, notice the options available to instructors.

**Exempt** will remove the assignment from the student’s grades entirely. You would only do this if the student was not being required to complete this component of the course.

Both the **View Attempt** and **Grade Attempt** buttons will take the viewer to the student’s submission preview page.

**Clear Attempt** will remove the assignment attempt without keeping any record that it was there. This should be done with caution because there will be no way to get details on that attempt back (such as submission date, etc.).

Instead of using Clear Attempt, the **Ignore Attempt** option will keep the attempt in the grade book, but will also allow the student to re-submit an assignment or re-take a quiz. From the student’s point of view, the attempt will not be visible, however, the instructor will still be able to see it and the details such as submission date). **Edit Grade** allows instructors to manually change a grade value that has already been scored.

Finally, at the bottom of the page there is an **Allow Additional Attempt** button. When clicked, this button will ask if the instructor wants to create an additional attempt for this particular student. Choosing "yes" will give the student an additional attempt to resubmit.
Note also that this button can be clicked prior to the assignment due date to allow additional attempts before a first attempt is ever submitted, which can be useful in cases where an ODR letter states additional submission attempts as an accommodation for a student.