

BLACKBOARD HOW TO ALLOW ONE STUDENT TO RETAKE A TEST

If a student needs to retake a quiz that they have already taken, you will need to reset that student's score to enable a new attempt. This is not the same as assigning a zero (0) to a quiz. A zero is recorded as a score and will not allow the student to retake the quiz. The student attempt needs to be cleared or ignored. You can do this in Full Grade Center.

In the Grade Center, locate the student and the quiz score that you are going to reset.

Click on the score that is showing for the specific student and click on the **gray down arrow** next to the score, then select **View Grade Details**.

The screenshot shows the Blackboard Full Grade Center interface. At the top, there are navigation options: 'Create Column', 'Create Calculated Column', 'Manage', 'Reports', 'Filter', 'Discover Content', and 'Work Offline'. Below this is a table with columns for 'LAST NAME', 'FIRST NAME', 'USERNAME', 'STUDENT ID (EMPLID)', 'LAST ACCESS', 'UNIT 1 TEST', and 'AVAILABILITY'. The first row is highlighted in gray and shows the student 'Kraft_PreviewUser Michelle' with a score of 'Unit 1 Test: 100'. A dropdown menu is open over the 'Unit 1 Test' score, showing options: 'View Grade Details', 'Exempt Grade', and 'Attempt 9/26/17'. The 'View Grade Details' option is highlighted with a blue box. A green box highlights the 'gray down arrow' next to the score. A blue line connects the 'View Grade Details' option to the text in the previous paragraph.

LAST NAME	FIRST NAME	USERNAME	STUDENT ID (EMPLID)	LAST ACCESS	UNIT 1 TEST	AVAILABILITY
Kraft_PreviewUser	Michelle	bb.mkraft_preview		September 26, 2017	Unit 1 Test: 100	Available
Uhde	Alicia	alicia.uhde	0052921		Unit 1 Test: --	

BLACKBOARD HOW TO ALLOW ONE STUDENT TO RETAKE A TEST

After clicking View Grade Details, a new window will open. Click on the **Clear Attempt** button on the far right of the line. The attempt will be removed and there will be no record of the attempt at all, and the student will be able to retake the test.

Grade Details

Jump to...

User **Michelle Kraft_PreviewUser (bb.mkraft_previewuser)** < > Column **Unit 1 Test (Test)** < >

Current Grade: **Needs Grading** ⚠ out of 30 points Exempt
Grade based on Last Graded Attempt
Due: Sep 29, 2017
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
Sep 26, 2017 10:57:06 AM	Sep 26, 2017 10:58:26 AM (Needs Grading)	⚠			Grade Attempt Clear Attempt Ignore Attempt

Icon Legend

← Return to Grade Center

Click on the **OK** button.

Calculated Grade

Delete this attempt? This action is final and cannot be undone.

Cancel OK

BLACKBOARD HOW TO ALLOW ONE STUDENT TO RETAKE A TEST

You will then be able to confirm that the attempt has been cleared on the next page.

The screenshot shows the 'Grade Details' page in Blackboard. At the top right, there is a 'Jump to...' link. Below this, the user is identified as 'Michelle Kraft_PreviewUser (bb.mkraft_previewuser)' and the column as 'Unit 1 Test (Test)'. The 'Current Grade' section shows '- out of 30 points' with an 'Exempt' status. Below the grade, it states 'Grade based on Last Graded Attempt' and 'Due: Sep 29, 2017'. There are four tabs: 'Attempts' (selected), 'Manual Override', 'Column Details', and 'Grade History'. Below the tabs is a table with columns: 'Date Created', 'Date Submitted (or Saved)', 'Value', 'Feedback to Learner', 'Grading Notes', and 'Actions'. The table is currently empty. In the bottom right corner, there is a button labeled '←Return to Grade Center' and an 'Icon Legend' button.

HERE'S WHAT THE STUDENT NEEDS TO DO

The student will be able to re enter the test and take it as normal.