

Allowing Additional Attempts on an Assignment

An additional attempt is helpful if a student submits an incorrect document or a corrupt document. By allowing an additional attempt, you are only opening the assignment up for that student, as opposed to allowing all students to submit multiple attempts.

1. Navigate to <https://blackboard.towson.edu>
2. Enter the course with the assignment submission
3. On the **Course Management** panel, click on **Grade Center**
4. Select **Full Grade Center**
5. Find the **Column** for the Assignment and the row corresponding to the student
6. Next to the **Needs Grading** icon, select the **Drop Down arrow**
7. Select **View Grade Details**
8. At the bottom, click the **Allow Additional Attempt** button

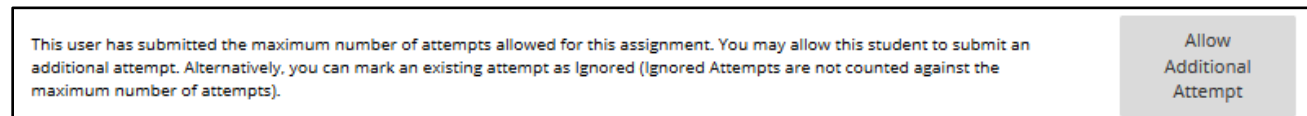


Figure 1

9. On the pop up asking **Create a new attempt for this user?**, click **OK**
10. The student will now be able to go in and create a new attempt.