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.