

# IGNORING A STUDENT'S TEST OR ASSIGNMENT ATTEMPT



## Blackboard Learn

In this tutorial, you will learn how to navigate to the Grade Center and mark an attempt of an assessment as “Ignored”. Marking an attempt as “Ignored” sets the attempt aside, preserving the attempt’s information in the student’s grade history. It allows the student to begin a new attempt of the assessment so long as the Assignment or Test submission link is still available.

### KEY THINGS TO REMEMBER

- The ignored attempt and submission data will remain in the student’s Grade History for your records. Please be aware that assessments marked as “Ignored” may still appear in the Needs Grading Smartview.
- Ignored attempts do not count towards the maximum number of attempts allowed and are not included in Grade Center calculations.
- You can choose to revert an attempt’s “Ignored” status at any time.

1. In the course’s **CONTROL PANEL**, click on the **GRADE CENTER** menu and select **FULL GRADE CENTER**.

2. In the Grade Center, roll your mouse over the grade cell for the student’s assignment attempt. Click the gray context arrow and select **VIEW GRADE DETAILS** from the context menu that appears.

<input type="checkbox"/>	LAST NAME	FIRST NAME	TOTAL	ASSIGNMENT 1
<input type="checkbox"/>	Asterisk	Annie	303.00	!
<input type="checkbox"/>	Bracket	Brett	86.33333	!
<input type="checkbox"/>	Colon	Collin	151.00	!

3. On the Grade Details page, you will be taken to the **ATTEMPTS** tab. Here, click **IGNORE ATTEMPT**.

User: Annie Asterisk (testhamilton1) | Column: Assignment 1 (Assignment)

**Current Grade:** Needs Grading ! out of 100.00 points Exempt  
Grade based on Last Graded Attempt  
Due: May 31, 2018  
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
May 31, 2018 4:38:28 PM	May 31, 2018 4:38:28 PM (Needs Grading)	!			Grade Attempt Clear Attempt Ignore Attempt Edit Grade

4. The **ATTEMPTS** and **GRADE HISTORY** tabs for the assignment will be updated and time-stamped to reflect that this action was performed by the instructor.

User **Annie Asterisk (testhamilton1)** < > Column **Assignment 1 (Assignment)** < >

**Current Grade:** - out of 100.00 points Exempt  
 Grade based on Last Graded Attempt  
 Due: May 31, 2018  
 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
May 31, 2018 4:38:28 PM	May 31, 2018 4:38:28 PM (Needs Grading)	0.00 - Attempt Ignored			Grade Attempt Clear Attempt Do Not Ignore Attempt Edit Grade

If you decide later on that you do not want to ignore the attempt, follow steps one and two to access the student’s Grade Details page for the assignment and use the “Do Not Ignore Attempt” button that is provided.

***Instructor’s View of a Cleared Attempt from the Full Grade Center***

The student’s grade cell now will appear as having been cleared. However, you can review the student’s attempt history by rolling your mouse over the grade cell and clicking the gray context button. The menu that appears will show you that an attempt had been made and ignored.

LAST NAME	FIRST NAME	TOTAL	ASSIGNMENT 1
Asterisk	Annie	303.00	--

Context menu for Assignment 1 grade cell:

- View Grade Details
- Exempt Grade
- Attempt 5/31/18 (Warning icon)

***Student’s View of a Cleared Attempt in My Grades***

The student’s grade entry in the *My Grades* tool will appear as though it blank or unsubmitted.