Configuring Grade Center Settings

If a test/Blackboard assignment is set to allow multiple (more than one) attempts and is included in the Grade Center calculations, you must also configure handling of the assessment/assignment score in the Grade Center.

1. Under the expanded Control Panel menu, click on Evaluation and then Grade Center.

2. In the Grade Center, locate the test, quiz, or assignment in question and click on the action menu for that column.

3. From the Action Menu, click on Edit Column Information.

4. Under section 1, Column Information, find the Score attempts using option and click the arrow on the drop-down menu.
5. Options in the pull down menu include Grade of Last (most recent) Attempt, Grade of First (earliest) Attempt, Highest Grade, Lowest Grade and Average of Attempt Grades. The selected option will apply for the assessment course-wide for each student.

6. After choosing the desired option, click **Submit** to complete the process.

### Viewing and Modifying Individual Assessment Results

Once students begin completing the assessment, a single score (based on the selected criteria) will appear in the Grade Center. Details about a given student’s published score, as well as the scores of other assessment attempts can be viewed by the following steps:

1. Find the score in question from the **Grade Center** and click on the **Action Menu** for that score

2. Click on **View Grade Details**.

3. The **Grade Details** screen will now appear (see screenshot next page) complete with a listing of that student’s attempts, as well as a partial grade history for the test, quiz, or assignment. Instructors may clear an individual attempt, all attempts, or open and view the attempt for grading.
NOTE: Clearing an attempt is a permanent action and cannot be undone. The currently published score can also be overridden by clicking the **Override** button under **Current Grade Value**, entering a new grade value, entering feedback/grading notes if desired and clicking **Save**.