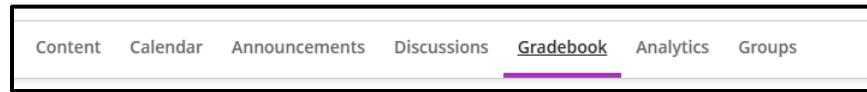
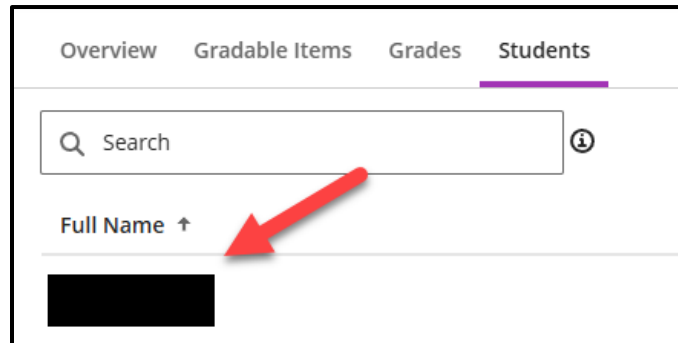




Adding a Second Attempt on an Assignment or Assessment for a Student



The first step when adding a second attempt to an assignment or assessment is to access the gradebook.



You will click on **Students** menu title and then proceed down to the individual student and **select their name** to access all their assignments and assessments.



Locate the assignment or assessment needing the attempt adjustment and proceed to the far right and click on the 3 ellipses to access the sub-menu.



Choose **Add or edit exceptions** from the menu.



Sandbox_Pate_Ultra

File Types in Digital De...

Selected student

[Redacted]

Assessment due date

4/27/25 9:59 AM

Be sure your show date occurs before the assessment due date and your hide date occurs after the assessment due date

☐ Access from

Date Time

☐ Access until

Date Time

Attempts allowed

1

☐ Your student will not be able to make any further submissions.

Cancel Save

Once the panel opens to set up the exception, you will see the **Attempts allowed** title. Here, you will select the arrow to access the attempt choices.

1

2

3

4

5

6

7

8

9

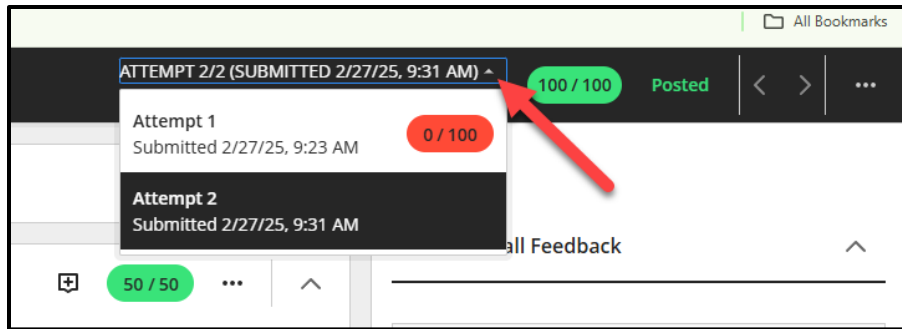
10

Unlimited

1

☐ Your student will not be able to make any further submissions.

By selecting 2, you will give the student a second attempt on an assignment or assessment.



When grading the second attempt, you will access the original graded assignment or assessment and select the arrow next to the score found in the green/red pill. This will reflect the most current grade if the process was automated. You can move back and forth between attempts by selecting the arrow and choosing the correct attempt.