Manage Multiple Attempts in Grade Center

If a test or Blackboard assignment is set to allow multiple (more than one) attempts and is included in the Grade Center calculations, an instructor needs to configure the handling of these assessments or assignment scores in the Grade Center. In other words, what should be the final score be for that particular assessment item which allows students to attempt it multiple times?

1. Go to **Control Panel > Grade Center > Full Grade Center**.
2. In Grade Center, locate the test or assignment which allows multiple attempts and click the double-down arrows button next to the column title.

3. From the drop-down menu, select **Edit Column Information**.

4. On the **Edit Column** page in the section **Column Information**, locate the **Score attempts using** option and click the arrow on the drop-down menu.

5. The drop-down menu includes Grade of Last (most recent) Attempt, Grade of First (earliest) Attempt, Highest Grade, Lowest Grade, and Average of Attempt Grades.
6. After selecting the desired option, click **Submit** to complete the process. The selected option will apply for this assessment course-wide for each student.