There are two ways to allow additional attempts: to an individual or to the assignment itself. You can allow additional attempts to an individual or to everyone:

1. Through View Grade Details from the grade of **individuals** in the Full Grade Center
2. Edit the assignment settings for **everyone** within the Assignment Settings

**To allow additional attempts for an individual**, go to the Control Panel and scroll down to Grade Center, select the arrow to the right of the words Grade Center or the Full Grade Center in the expandable list. Hover over the appropriate cell and select the arrow that appears to the right then choose Select View Grade Details.

In this view there are different options to allow additional attempts: Clear*, Ignore or Allow Additional attempt. Pictured below: Ignore Attempt is selected.

*Clear: Clearing an attempt will *completely remove the attempt*, this action is not reversible.*
*Ignore: Ignoring the attempt is the better option. This will exempt the attempt from needing a grade. This action can be reversed.*
*Allow Additional Attempt leaves both attempts gradable.*
To edit the number of possible attempts for everyone to submit an assignment go to the content area where the assignment can be found.

Hover over the title > Select the arrow that appears to the right > Select Edit >

Scroll down to Submission Details > Use the drop down list to select Multiple attempts and add a number or Unlimited Attempts.

Selecting multiple attempts will open a new box to allow the user to add a number of attempts. Both Unlimited and Multiple attempts will open a box asking how the attempts should be scored:

- Highest grade
- Lowest grade
- Average of graded attempts
- First attempt
- Last attempt

For more information about assessments, contact bbhelp@uml.edu or request a technology consultation.