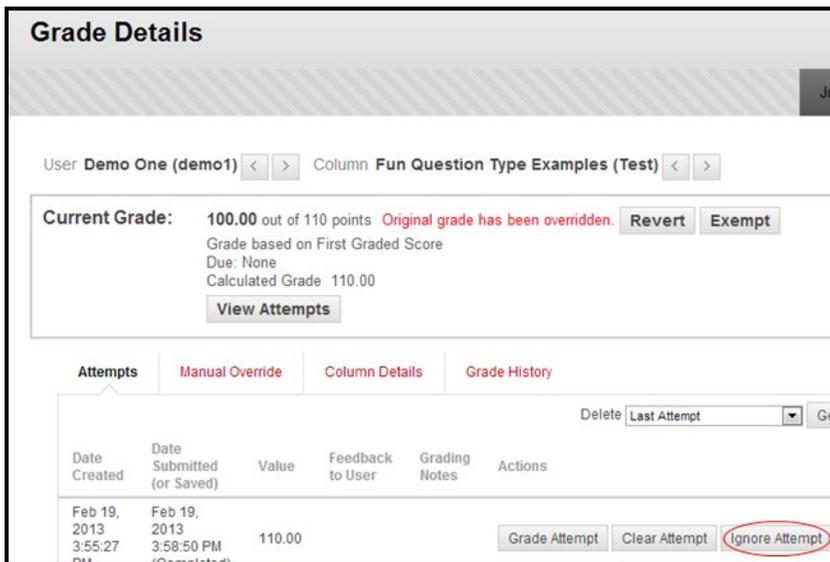


How do I re-open a Blackboard test for a student?

1. From the Grade Center, you will need to “ignore” the current attempt for that student.

To **Ignore** an individual test attempt: From the Full Grade Center, mouse over the cell for a specific student and specific assessment and click on the action link that appears. Then, click on View Grade Details. In this section, you’ll see an “Ignore Attempt” button. This will ignore the student’s attempt, allowing them to take the test again, but also retain the ignored attempt for your audit log documentation.



The screenshot shows the 'Grade Details' page for a user named 'Demo One (demo1)' in a column titled 'Fun Question Type Examples (Test)'. The current grade is 100.00 out of 110 points, with a note that the original grade has been overridden. Below this, there are tabs for 'Attempts', 'Manual Override', 'Column Details', and 'Grade History'. The 'Attempts' tab is active, showing a table with columns for Date Created, Date Submitted (or Saved), Value, Feedback to User, Grading Notes, and Actions. A single attempt is listed with a value of 110.00. The 'Ignore Attempt' button in the Actions column is circled in red.

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Feb 19, 2013 3:55:27 PM	Feb 19, 2013 3:58:50 PM (Completed)	110.00			Grade Attempt Clear Attempt Ignore Attempt

2. If the Test Availability to students has expired, you can use the Test Availability Exceptions in Test Options to give that student an exception to take the exam after the close date. See the [instructions for using the Test Availability Exceptions](#).