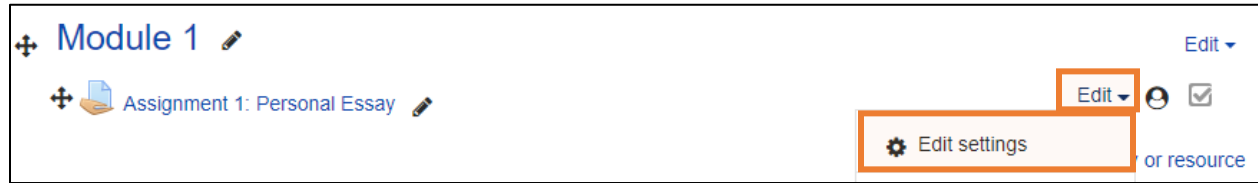


ALLOWING SECOND ATTEMPTS ON AN ASSIGNMENT

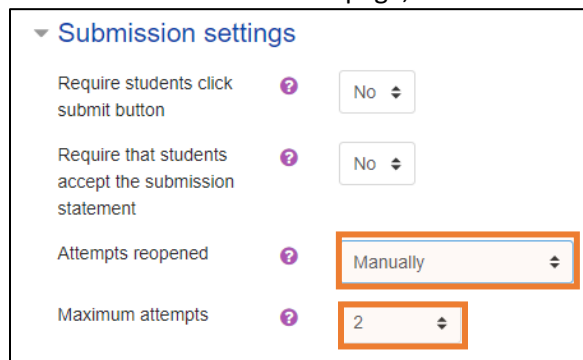
By default Moodle allows students to submit to an assignment only once, but instructors can choose to allow additional attempts. This can be useful for accepting revisions of papers, especially in conjunction with VeriCite.

Go to the relevant assignment. Click *Edit*. Choose *Edit settings*.



The screenshot shows the Moodle interface for editing an assignment. At the top, there is a section for 'Module 1' with a plus icon and a pencil icon. Below it, 'Assignment 1: Personal Essay' is listed with a plus icon and a pencil icon. On the right side, there is an 'Edit' dropdown menu. The 'Edit settings' option is highlighted with an orange box. Other options include 'or resource' and a checkmark icon.

Scroll down and expand *Submission settings*. Choose *Manually* and the number of attempts you want to allow. At the bottom of the page, click *Save and display*.

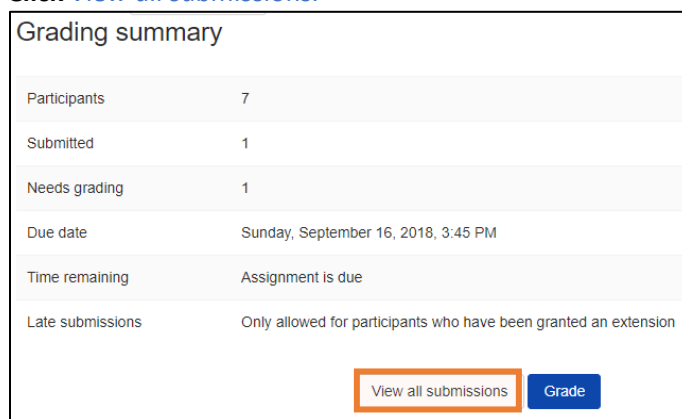


The screenshot shows the 'Submission settings' section. It includes four settings, each with a question mark icon:

- Require students click submit button: No
- Require that students accept the submission statement: No
- Attempts reopened: Manually
- Maximum attempts: 2

The 'Attempts reopened' and 'Maximum attempts' dropdown menus are highlighted with orange boxes.

Click *View all submissions*.



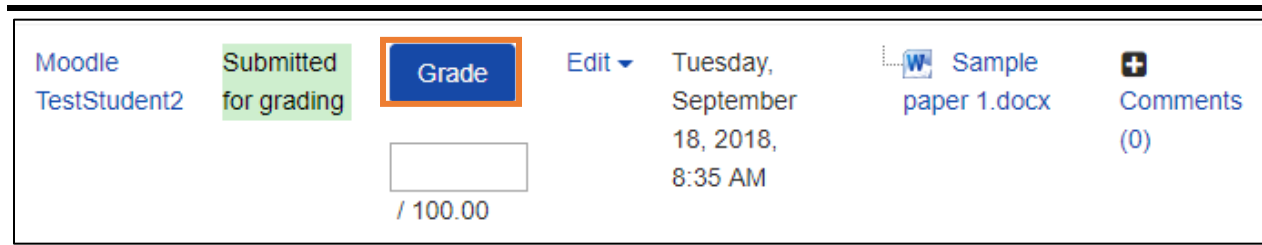
The screenshot shows the 'Grading summary' section. It includes a table with the following data:

Participants	7
Submitted	1
Needs grading	1
Due date	Sunday, September 16, 2018, 3:45 PM
Time remaining	Assignment is due
Late submissions	Only allowed for participants who have been granted an extension

At the bottom, there are two buttons: 'View all submissions' (highlighted with an orange box) and 'Grade'.

Click *Grade* for the appropriate student.

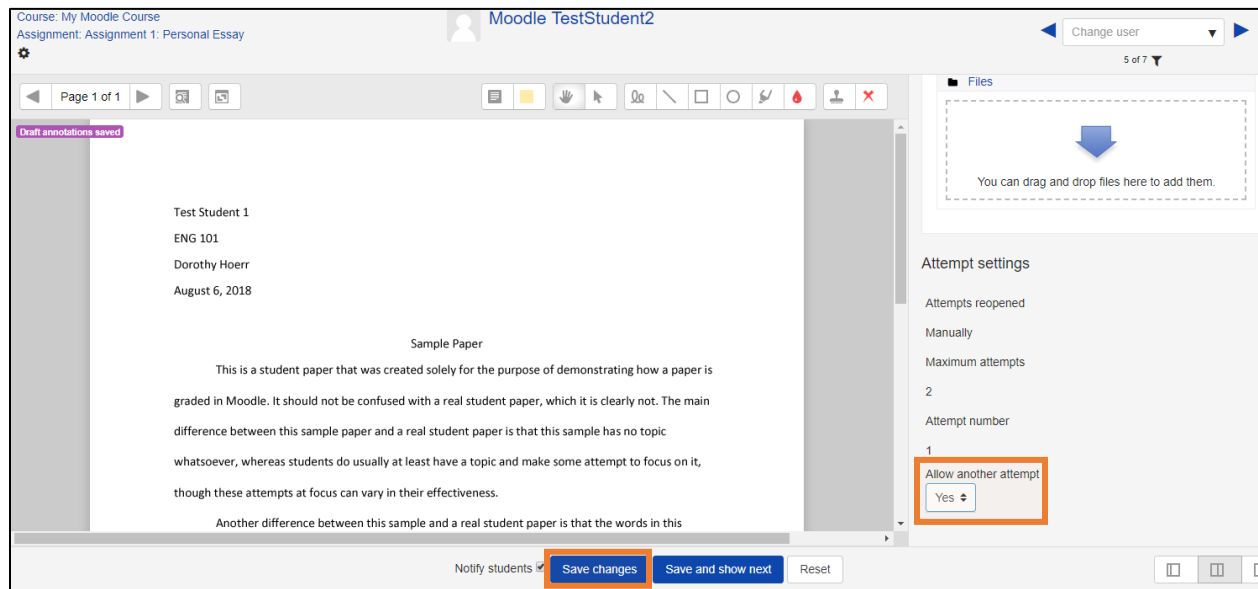
ALLOWING SECOND ATTEMPTS ON AN ASSIGNMENT



Moodle TestStudent2 Submitted for grading **Grade** Edit Tuesday, September 18, 2018, 8:35 AM Sample paper 1.docx Comments (0)

/ 100.00

Scroll down to the bottom of the right column. For **Allow another attempt** choose **Yes**. Click **Save changes**.



Course: My Moodle Course
Assignment: Assignment 1: Personal Essay
Moodle TestStudent2
Change user
5 of 7

Page 1 of 1

Draft annotations saved

Test Student 1
ENG 101
Dorothy Hoerr
August 6, 2018

Sample Paper

This is a student paper that was created solely for the purpose of demonstrating how a paper is graded in Moodle. It should not be confused with a real student paper, which it is clearly not. The main difference between this sample paper and a real student paper is that this sample has no topic whatsoever, whereas students do usually at least have a topic and make some attempt to focus on it, though these attempts at focus can vary in their effectiveness.

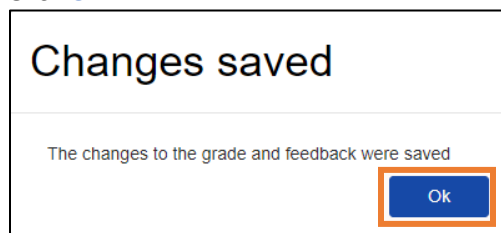
Another difference between this sample and a real student paper is that the words in this

Attempt settings

Attempts reopened
Manually
Maximum attempts
2
Attempt number
1
Allow another attempt
Yes

Notify students **Save changes** Save and show next Reset

Click **OK**.



Changes saved

The changes to the grade and feedback were saved

Ok

The Attempt settings area will now show that it's ready to accept a second submission.

ALLOWING SECOND ATTEMPTS ON AN ASSIGNMENT

Attempt settings

Attempts reopened
Manually

Maximum attempts
2

Attempt number
2

[View a different attempt](#)

Repeat this step for any students who need to resubmit, and inform the students that they can do so. When the students click on the assignment, they can choose to re-submit the original file or choose a new file to submit.

Assignment 1: Personal Essay

Submission status

Attempt number	This is attempt 2 (2 attempts allowed).
Submission status	Reopened
Grading status	Not graded
Last modified	Tuesday, September 18, 2018, 8:56 AM

Submission comments

[+ Comments \(0\)](#)

[Add a new attempt based on previous submission](#)

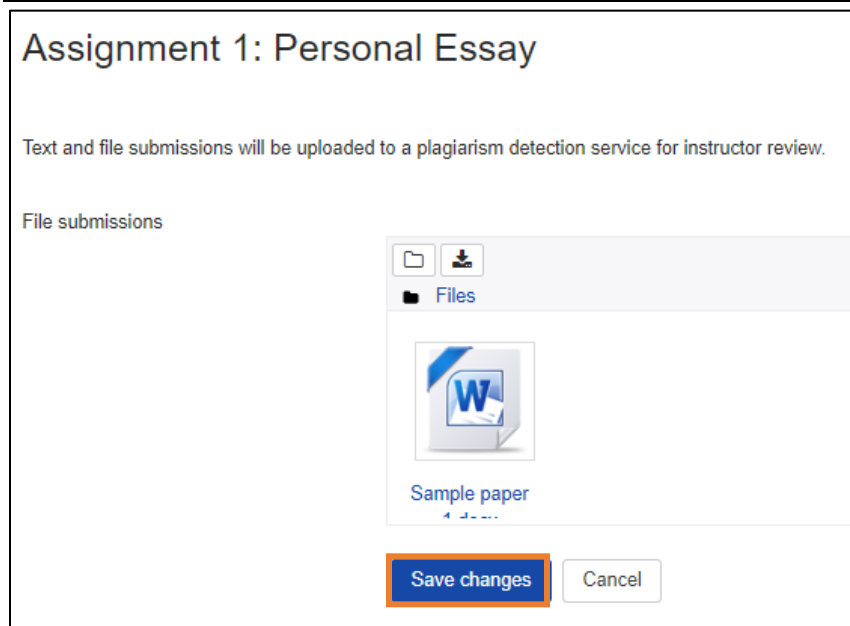
This will copy the contents of your previous submission to a new submission for you to work on.

[Add a new attempt](#)

This will create a new blank submission for you to work on.

After making their selection, they need to click Save changes.

ALLOWING SECOND ATTEMPTS ON AN ASSIGNMENT



You will now see the new paper in the View all submissions list. Clicking [Grade](#) will show that this is the student's second attempt.