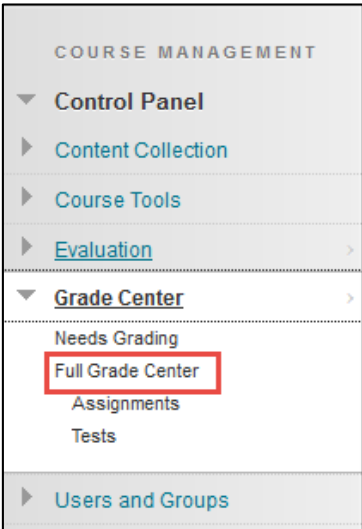


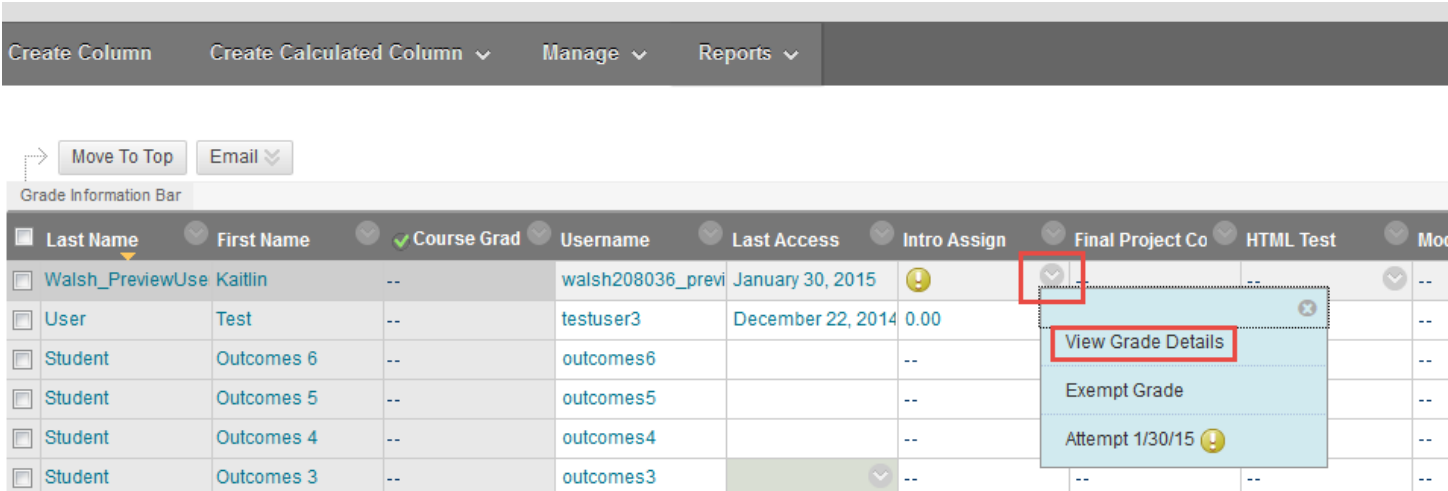
Grading Assignment Submissions

After you have reviewed student submissions for an assignment you will want to enter grades in the Grade Center. Additionally, you may want to upload any comments you entered directly in the file or you may want to type feedback in Blackboard. These activities can be done through the Grade Center’s View Attempt menu. Here are the steps to grade assignments in Blackboard.

1. Login into Blackboard and select your course.
2. Locate the Control Panel and click to expand the Grade Center button. Select Full Grade Center.



3. Once in the Grade Center, find the column associated with the assignment. Hover over a student’s cell and click the chevron / down arrows that appear. Select **View Grade Details** from the menu.



4. On the next page you will have a number of options.
 1. Use the **arrows** next to the user name to move back and forth between users.
 2. If you have allowed multiple attempts on this assignment, click on **View Attempts** to compare various attempts by the same student.
 3. Click the **Grade Attempt** button to enter a score and feedback for the student's submission.
 4. If the student uploaded the incorrect file, you can use the **Clear Attempt** button. This will delete the original attempt. Or, click on the **Allow Additional Attempt** button to allow the student an additional attempt. This will keep a record of the original attempt.

Grade Details

Jump to...

User **Kaitlin Walsh_PreviewUser (walsh208036_previewuser)** < > Column **Intro Assign (Assignment)** < >

Current Grade: **Needs Grading** ⚠ out of 0 points **Exempt**

Grade based on Last Graded Attempt
Due: None
Calculated Grade

View Attempts

Attempts
Manual Override
Column Details
Grade History

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Jan 30, 2015 2:29:11 PM	Jan 30, 2015 2:29:11 PM (Needs Grading)	⚠			<div style="text-align: right;"> Delete Last Attempt <input type="button" value="Go"/> </div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Grade Attempt"/> <input type="button" value="Clear Attempt"/> <input type="button" value="Ignore Attempt"/> <input type="button" value="Edit Grade"/> </div>

This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt. Alternatively, you can mark an existing attempt as Ignored (Ignored Attempts are not counted against the maximum number of attempts).

5. The Grade Assignment page will load. You can perform the following tasks on this page:
 1. At the top of the page, click on the **Grade Previous Item** or **Grade Next Item** links to move back and forth between student assignments.
 2. Click on the **Comment** button to open tools to annotate and comment within the paper.
 3. The black **Grade** box shows the student's current grade for the assignment. If you have permitted multiple attempts, this box will display the highest or most recent grade for this assignment.
 4. Use the **Attempt** box to enter a grade for this attempt at the assignment. If you have permitted multiple attempts, you will have the option to view the student's previously submitted attempts here.
 5. If you are using a rubric to grade this assignment, it will appear here. Click on the link to open the rubric. If the feedback window is not visible, click on the carat button to show it.
 6. You can use this box to enter overall feedback to the student. If you would like to attach files to your feedback, click on the paperclip icon. **Add Notes** opens up a private window for you to include notes about the submission that are visible only to the instructor of the course.
 7. Click on this button to download a copy of the assignment to your computer. If the student has submitted the assignment in a format that is not visible in the browser, you will need to download it in order to view it.

The screenshot shows the Blackboard Grade Assignment interface. At the top, it displays 'Viewing 1 of 2 gradable items' and the student name 'Kaitlin Walsh_PreviewUser (Attempt 1 of 1)'. Below this are links for 'Grade Previous Item' (1) and 'Grade Next Item'. The main content area shows a document with a 'Comment' button (2) and a toolbar. On the right, the 'Assignment Details' sidebar contains a 'GRADE' box (3) showing the current grade, an 'ATTEMPT' box (4) for entering a grade, a 'GRADING RUBRIC' section (5) with a link to 'GRADING RUBRIC FOR WRITING ASSIGNMENTS', a 'FEEDBACK TO LEARNER' section (6) with a text input area and 'Add Notes' link, and a 'SUBMISSION' section (7) with a download icon.

6. When done providing feedback and entering a grade, press the Submit button.