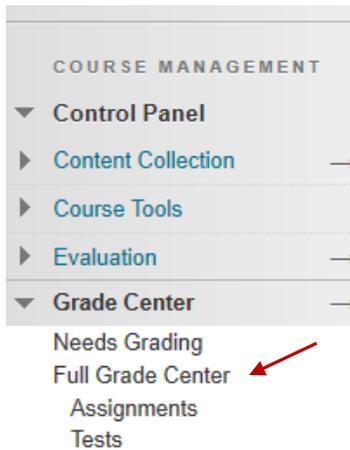


GRADING ASSIGNMENTS IN BLACKBOARD

Previously, we created an assignment you could get back from the students. Now, you will learn where to find the assignment and where to grade it.

A. Finding your students assignment/s

Scroll to “Course Management/Grade Center/Full Grade Center”.



In this view, you will see the name of all of your students in your class. As well as any of the columns when you created a test, or an assignment.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Descending

Grade Information Bar Last Saved: April 29, 2020 7:02 PM

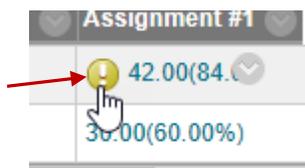
Last Name	First Name	Username	Student ID	Last Access	Availability	Total	Weighted Total	Assignment #1
Student	Kelly	studentkelly		April 29, 2020	Available	42.00	--	42.00(84.00%)
Student	Test	teststudent		April 29, 2020	Available	30.00	--	30.00(60.00%)

Selected Rows: 0

Move To Top Email Icon Legend Edit Rows Displayed

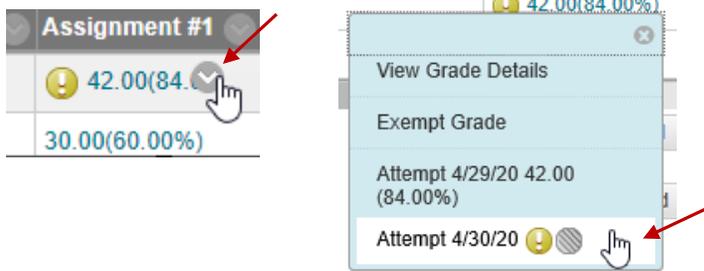
Note: The Assignment #1 column was automatically created as soon as you made the assignment.

Notice for the student Kelly, there is a yellow circle, with a white exclamation mark indicating there is a document there that needs grading.

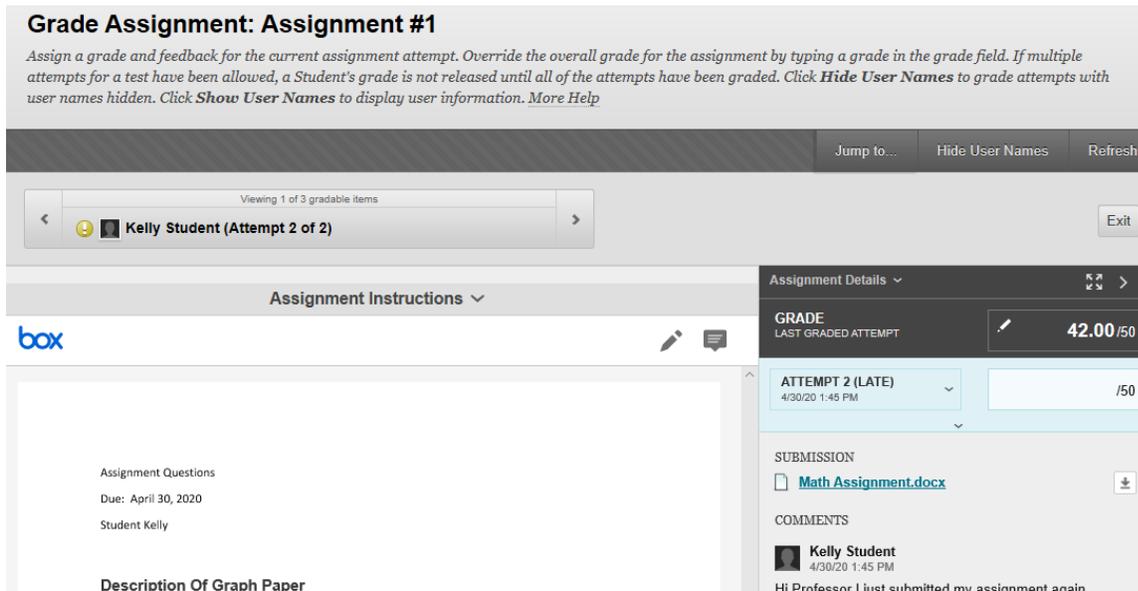


B. Marking your student's assignment/s

Click on the down arrow and choose **Attempt**.

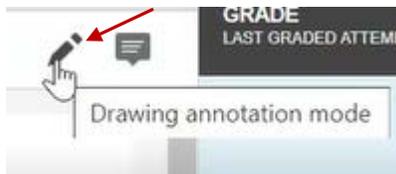


This then loads the assignment within this box view.

A screenshot of the 'Grade Assignment: Assignment #1' box view. The header includes 'Assign a grade and feedback for the current assignment attempt. Override the overall grade for the assignment by typing a grade in the grade field. If multiple attempts for a test have been allowed, a Student's grade is not released until all of the attempts have been graded. Click **Hide User Names** to grade attempts with user names hidden. Click **Show User Names** to display user information. [More Help](#)'. Below the header are buttons for 'Jump to...', 'Hide User Names', and 'Refresh'. The main content area shows 'Viewing 1 of 3 gradable items' and 'Kelly Student (Attempt 2 of 2)'. The 'Assignment Instructions' section is visible, along with the 'box' logo and a 'Description Of Graph Paper' section. On the right, the 'Assignment Details' sidebar shows 'GRADE LAST GRADED ATTEMPT' as 42.00/50, 'ATTEMPT 2 (LATE) 4/30/20 1:45 PM' with a grade field set to /50, a 'SUBMISSION' section with a 'Math Assignment.docx' file, and a 'COMMENTS' section with a comment from 'Kelly Student' dated 4/30/20 1:45 PM: 'Hi Professor I just submitted my assignment again'.

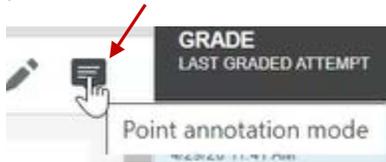
There are two tools available to help you mark this assignment.

1. The first is a **Drawing annotation mode tool**, found near the right side.

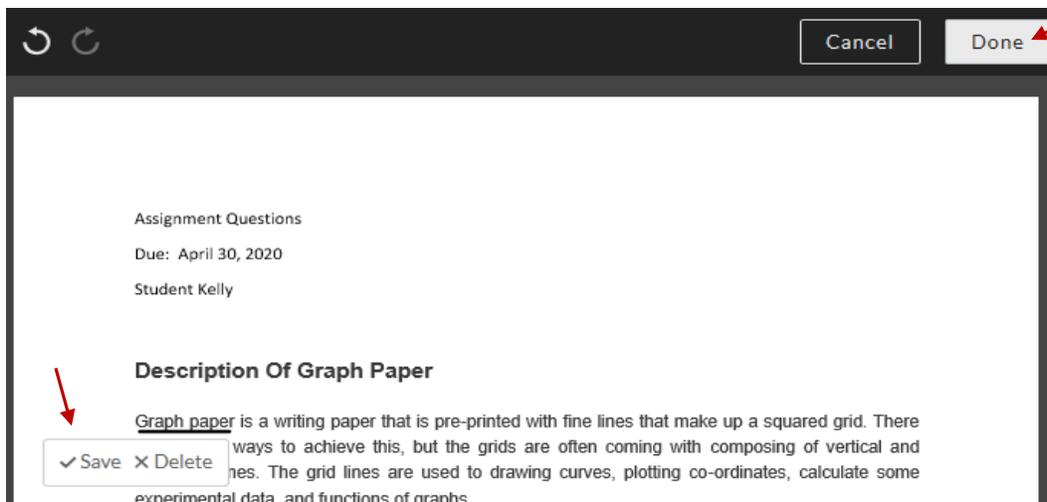


It allows you to underline items, or put arrows to things that may be important.

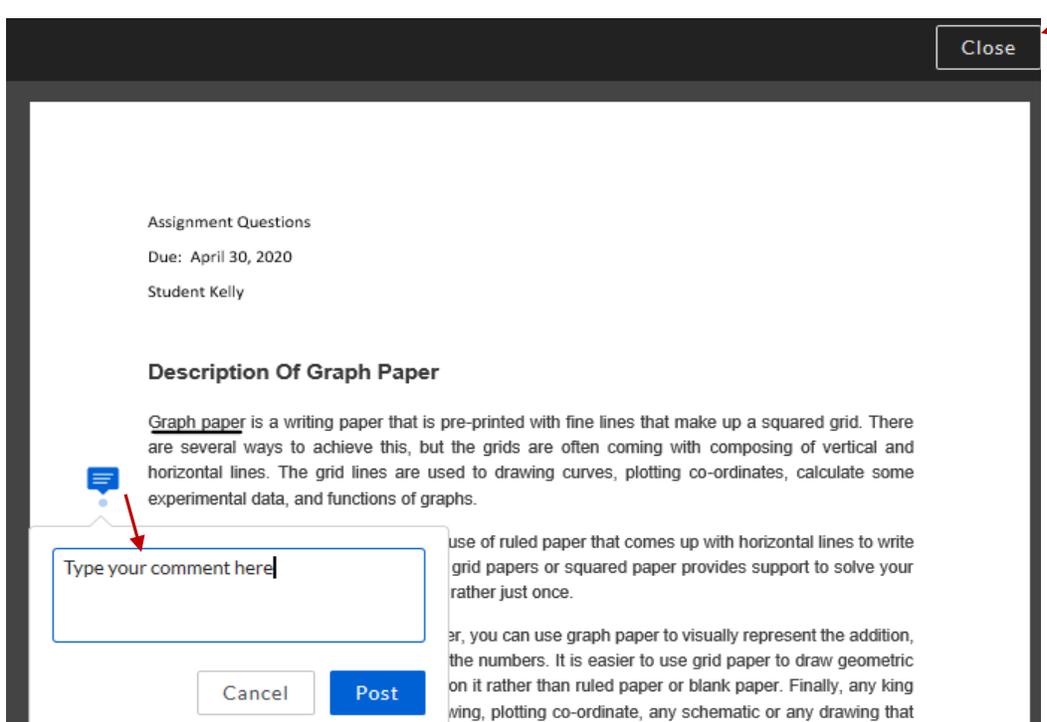
2. You also have access to a text box. This allows you to place a text box anywhere in the assignment to provide instant feedback to the student.



The **Drawing tool** works like a pen. After clicking this tool, you are able to underline anything you'd like to get the students attention too. Once you draw the line, you click Save. Then click done.



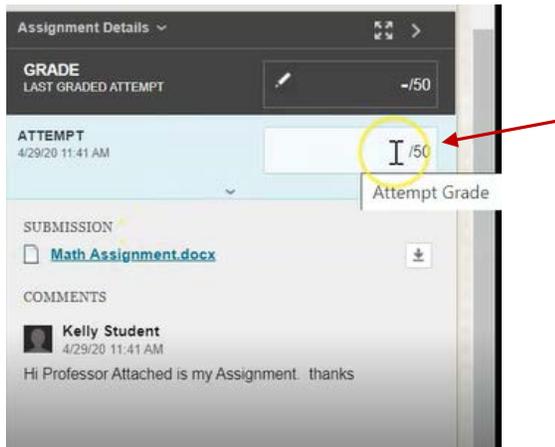
The **Text box tool**, simply choose the item. Click anywhere on the document you want the text box. Then type in your message. When you are done, you will click on post and close near the top.





The student will see this blue text box icon next to the paragraph and will know there is information in there for them to read.

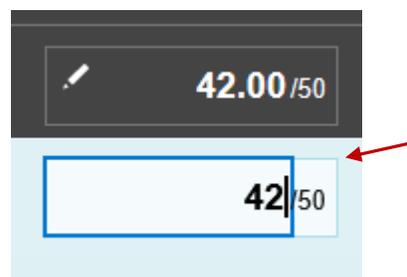
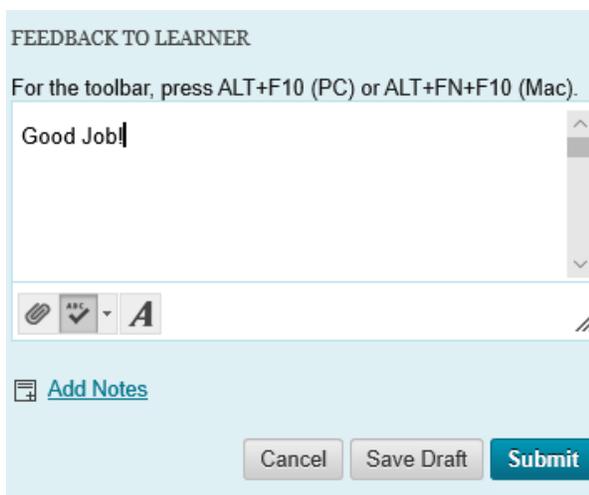
Once you are done fully grading the paper, there is an area on the right hand side where you can input the students grade.



Clicking the arrow here will also provide a place for you to leave feedback about the assignment.



So if you wanted to say something overall, you could do that here. Then input your students grade on the assignment.

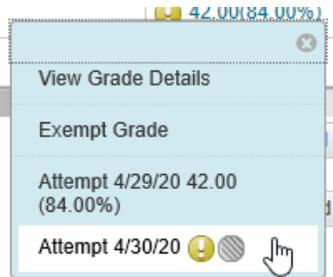


Then click submit.

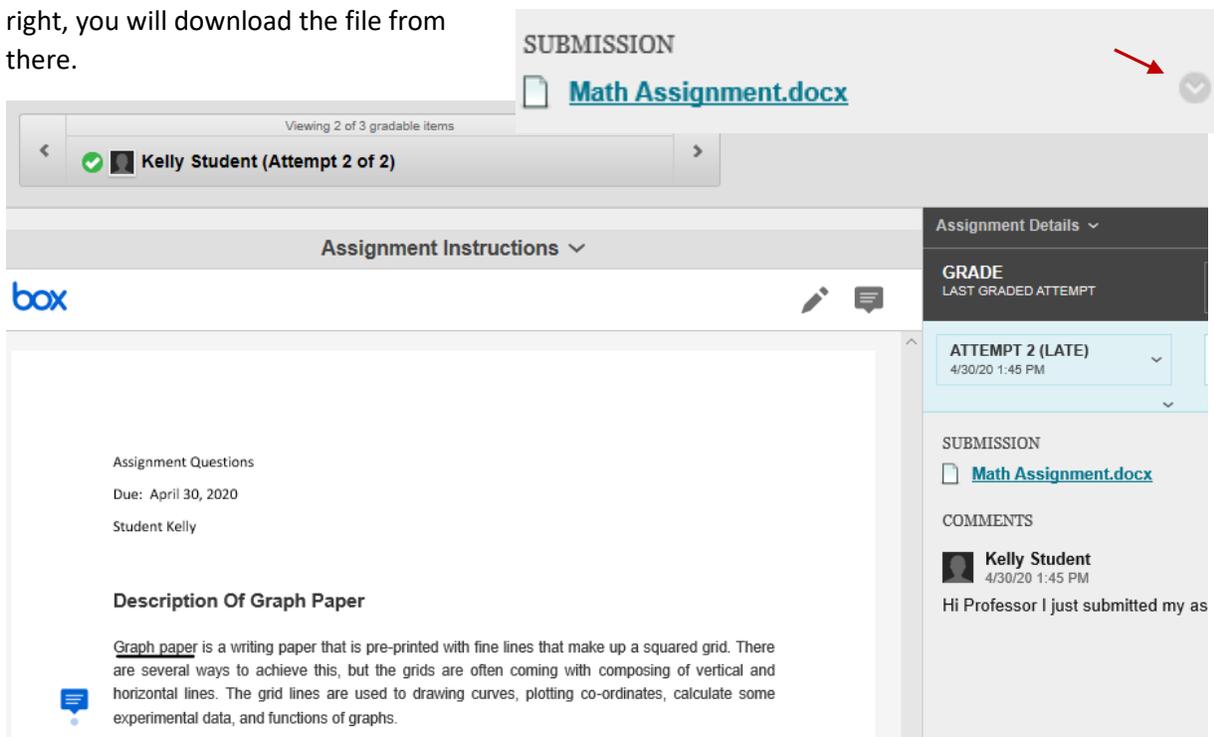


C. Downloading the student's assignment

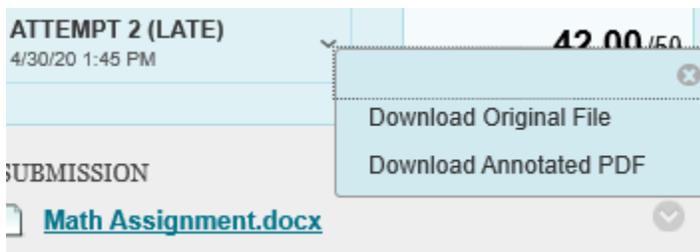
Alternatively, if you prefer to download the student's assignment, rather than marking it on screen. Again, click on the down arrow and choose **attempt** in the assignment column.



You will notice the formatting we just did, is still there, but this time, where it says submission on the right, you will download the file from there.



Click the arrow, then choose "Download Original File". This will download the assignment to your hard drive.



C. Another way to access assignments

You can also access assignments by going to **Course Management/Grade Center/Needs Grading**.

1 total items to grade.

Category	Item Name	User Attempt	Date Submitted
Assignment	Assignment #1	Test Student	April 29, 2020 6:43:36 PM LATE

You see that the test student submitted one assignment and it was marked as late as it was past the due date

In order to grade the assignment, simply click on the student's name. Then it will load in the same window you used earlier. You can use the same tools to mark the assignment and input the student's grade. And then click submit.

Once you do, it will bounce back to the needs grading and you will see there are no more items left to grade under the **Needs Grading**.

Needs Grading

View all items ready for grading or review on the Needs Grading page. Select **Grade All** to begin grading the list. [More Help](#)

Grade All

Category: All Categories | Item: All Items | User: All Users | Date Submitted: Any Date

Show attempts that don't contribute to user's grade

0 total items to grade.

If you return to the **Full Grade Center**, you will notice the students now have their marks in the column for the assignment.

	Last Name	First Name	Username	Student ID	Last Access	Availability	Total	Weighted Total	Assignment #1
<input type="checkbox"/>	Student	Kelly	studentkelly		April 30, 2020	Available	42.00	--	42.00(84.00%)
<input type="checkbox"/>	Student	Test	teststudent		April 29, 2020	Available	30.00	--	30.00(60.00%)

Selected Rows: 0

Move To Top | Email

Icon Legend