

How to Grade Assignments in the Grade Center When Using Blackboard Assignments Tool

1. After a student submits an assignment via Blackboard Assignments tool, in the grade center you will see an exclamation mark for that student under the assignment.

Grade Center : Assignments

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Off

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

Grade Information Bar Last Saved: January 16, 2013 11:41 AM

Last Name	First Name	Student ID	Last Access	Availability	Paper Number
Sarwar	Demo		November 28, 2012	Available	--
York	Testeight		January 16, 2013	Available	!

Needs Grading

2. Click on the drop down arrows directly next to the green exclamation mark and select the option to "View Grade Details".

Create Column Create Calculated Column Manage Reports Filter Work Offline

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

Grade Information Bar Last Saved: January 16, 2013 11:41 AM

Last Name	First Name	Student ID	Last Access	Availability	Paper Number
Sarwar	Demo		November 28, 2012	Available	--
York	Testeight		January 16, 2013	Available	!

View Grade Details

View Grade Details

Attempt 1/16/13 !

3. Next, click on the "View Attempts" button. *Note: there are two buttons. You can click on either one.

User **Testeight York (20090612024438960153)** Column **Paper Number 1 (Assignment)**

Current Grade: Needs Grading ! out of 100 points
Grade based on Grade of Last Attempt
Due: Jan 16, 2013
Calculated Grade
View Attempts

Edit Manually Override View Column Details Grade History

Delete Last Attempt Go

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Jan 16, 2013 11:38:13 AM	Jan 16, 2013 11:41:46 AM (Needs Grading)	!			View Attempt Clear Attempt Edit Grade

4. You will then see the attached document as well as any comment your student has sent to you.

User: **Testeight York (Attempt 1 of 1)** View: **Assignments** Save as Draft Exit **Submit** < 1 of 1 >

▼ **Assignment Information**

1. Submission History

Attempt #1 (You are reviewing this attempt)

2. Review Current Attempt

Submission	Hi Professor, Attached is my paper! Have a great weekend!
Attached Files	Paper Number 1.docx
Comments	

3. Grade Current Attempt

★ Grade out of 100

Feedback to User

Text Editor is: **ON**

Normal 3 Arial B I U abc x₂ x² [List Icons]

Click on the document and it will open up.

5. After you have reviewed your student's paper and are ready to give the assignment a grade you can enter in the grade. *Note: You can also enter feedback to your student in the textbox under "Feedback to User", but it is not mandatory. Alternately, you can also attach a file with your comments by clicking "Browse My Computer" button. Students will be able to see your attached files.

3. Grade Current Attempt

★ Grade out of 100 Here is where you will enter the grade.

Feedback to User

Text Editor is: **ON**

Normal 3 Arial B I U abc x₂ x² [List Icons]

Path: [body](#)

Attach File

4. Instructor Notes

Grading Notes

Text Editor is: **ON**

Normal 3 Arial B I U abc x₂ x² [List Icons]

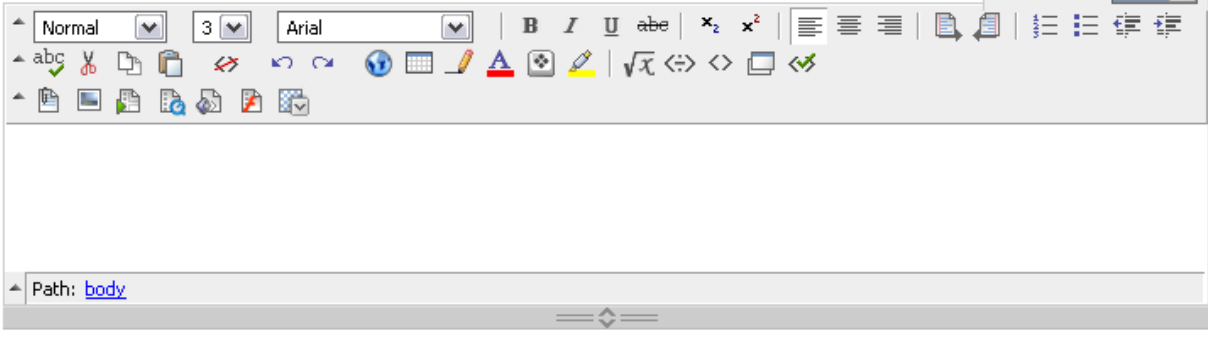
6. After you have entered the grade, click on the “Submit” button at the bottom of the page to post the grade.

*Note: Students can only see the message you typed in the textbox or the file attached under “Feedback to User”. The textbox and “Browse My Computer” button for file attachment under “Instructor Notes” are for instructor’s information. The message in the latter textbox and attached file will not be seen by the students.

4. Instructor Notes

Grading Notes

Text Editor is: **ON**




Attach File

5. Submit

When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.

< 1 of 1 >



7. Once you have successfully submitted the grade not only will you see a green notification bar at the top of the screen but you will then see the grade for that student in the grading center.

<input type="checkbox"/>	Last Name	First Name	Midterm	Final Paper	Weighted Colun	Paper Number
<input type="checkbox"/>	Sarwar	Demo	89.00	93.00	81.95	--
<input type="checkbox"/>	York	Testeight	--	--		92.00

Selected Rows: 0

