

Grading an Assignment in Blackboard

Due to the flexibility of Blackboard's Grade Center, there are several ways to post grades for assignments. The following set of instructions shows one popular way of posting grades and returning assignments to individual students.

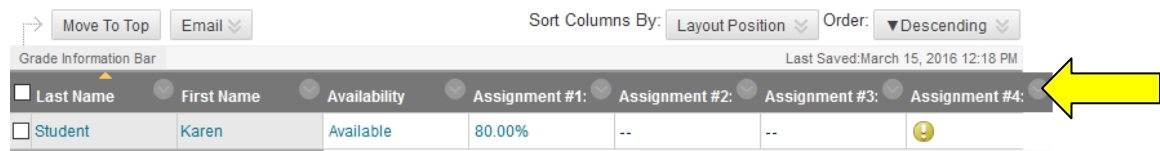
1. From the **Control Panel**, select **Grade Center**.
2. Select the **Assignments** menu option located directly under **Full Grade Center**. This will then bring you to a page that includes columns for all assignments that you can choose to grade.

Note: A yellow exclamation point icon will indicate there is a submission that requires grading.

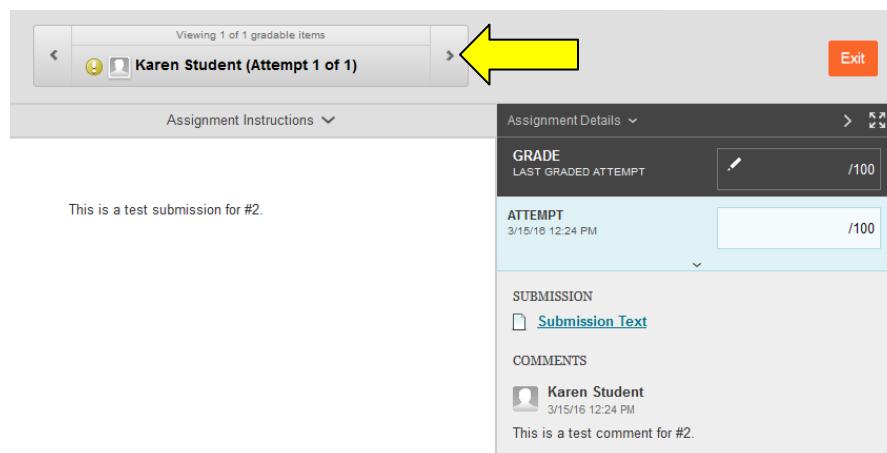
At this point you have two options for grading assignment submissions. The first option gives you the ability to view and grade the assignment submissions for the entire class. The second option gives you the ability to grade a view and grade the submission for a specific student.

To grade assignments for the entire class:

1. Click on the **drop down arrow** at the top of the column for the assignment you wish to grade.

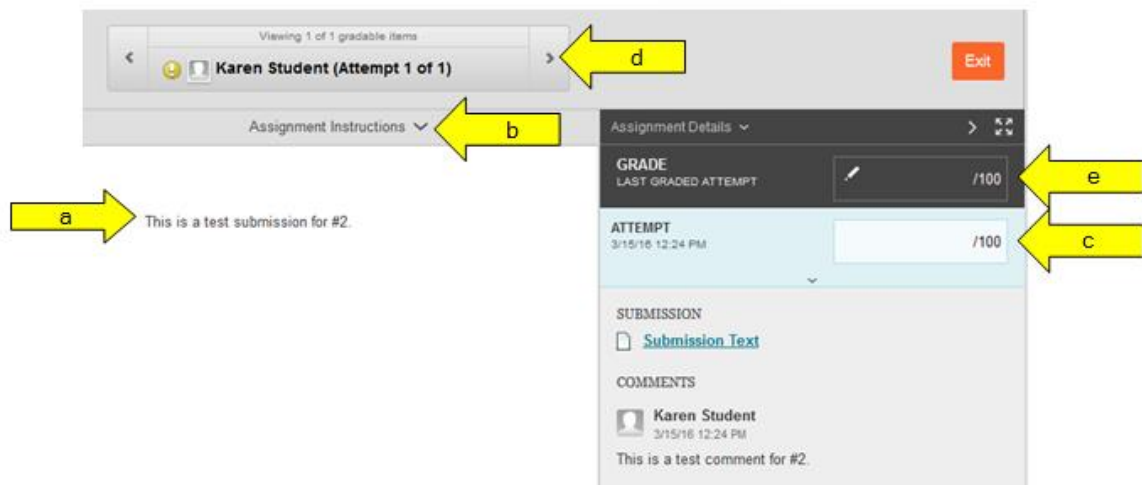


2. Select the **Grade Attempts** option from the drop down menu. You will then be brought to a page where you will see the students who have submitted an assignment.
3. Using the right/left directional icon beside the student's name, you can view the assignment submissions for students in your class and select a student who has not had their assignment graded.

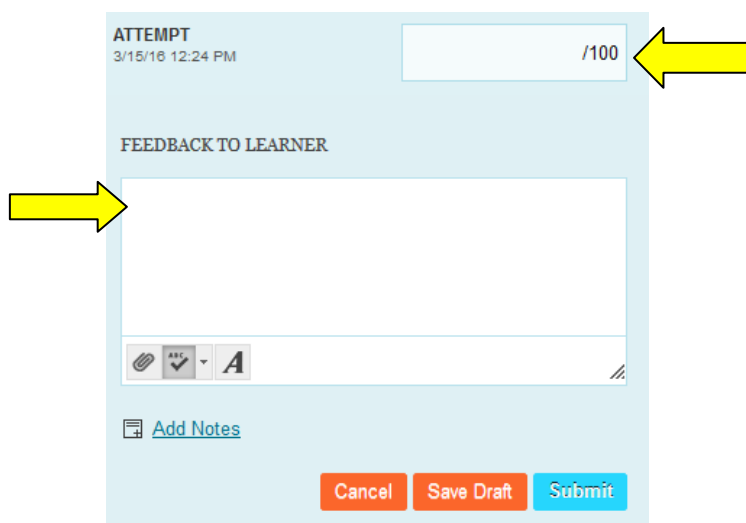


From this page, you will see:

- a. The student's assignment submission content
- b. The assignment instructions which can be viewed by clicking the downward arrow
- c. The field to enter the grade for the attempt
- d. The number of attempts the student has made for this assignment
- e. The grade for the last attempt



4. Once you have reviewed the student's assignment submission, you can enter a grade in the **ATTEMPT** field within **Assignment Details** area of the screen.



5. When you click into the **ATTEMPT** field, the **FEEDBACK TO LEARNER** text box will open. This is where you can enter any feedback you would like returned to the student.

6. Click **Submit** once completed.

To grade an assignment for a single student:

1. Click on the **drop down arrow** within the cell for the student assignment you wish to grade.

The top screenshot shows a gradebook interface with a table containing student information and assignment scores. A yellow arrow points to the drop-down arrow in the Assignment #2 cell for student Karen. The bottom screenshot shows the same table with a context menu open over the Assignment #2 cell. The menu options are 'View Grade Details', 'Exempt Grade', and 'Attempt 3/15/16'. A yellow arrow points to the 'Attempt 3/15/16' option.

Last Name	First Name	Last Access	Availability	Assignment #1	Assignment #2	Assignment #3	Assignment #4
Student	Karen	March 15, 2016	Available	80.00%	!	--	!

Selected Rows: 0

Grade Information Bar: Last Saved: March 15, 2016 12:24 F

Context Menu:

- View Grade Details
- Exempt Grade
- Attempt 3/15/16 !

2. Select the **Attempt** from the drop down menu. A yellow exclamation icon will indicate that there is an assignment to grade.
3. Follow instructions 4 through 6 above to complete the grading process.