

To Grade an Assignment

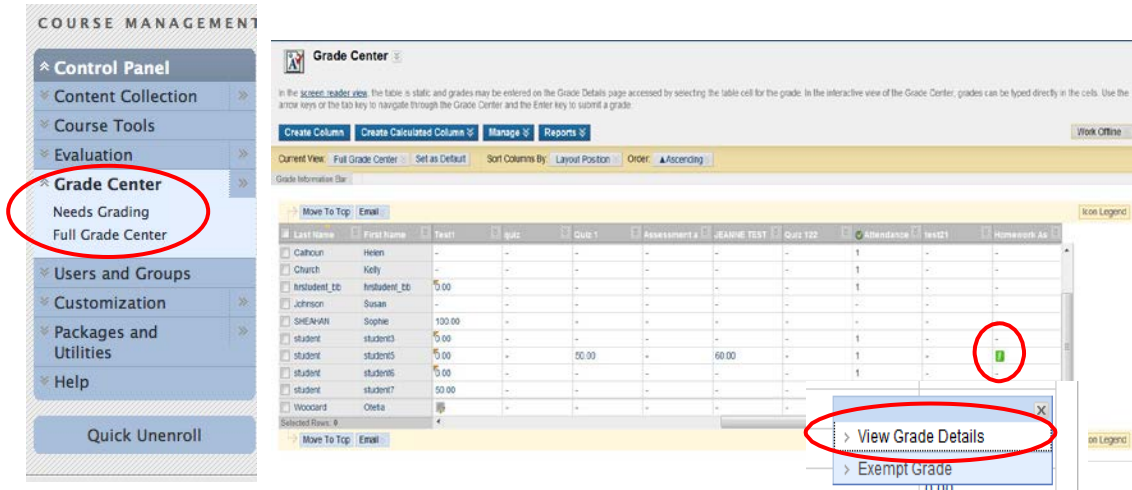
Assignments can be graded individually, or they can be downloaded and graded offline.

To Grade individual Assignments

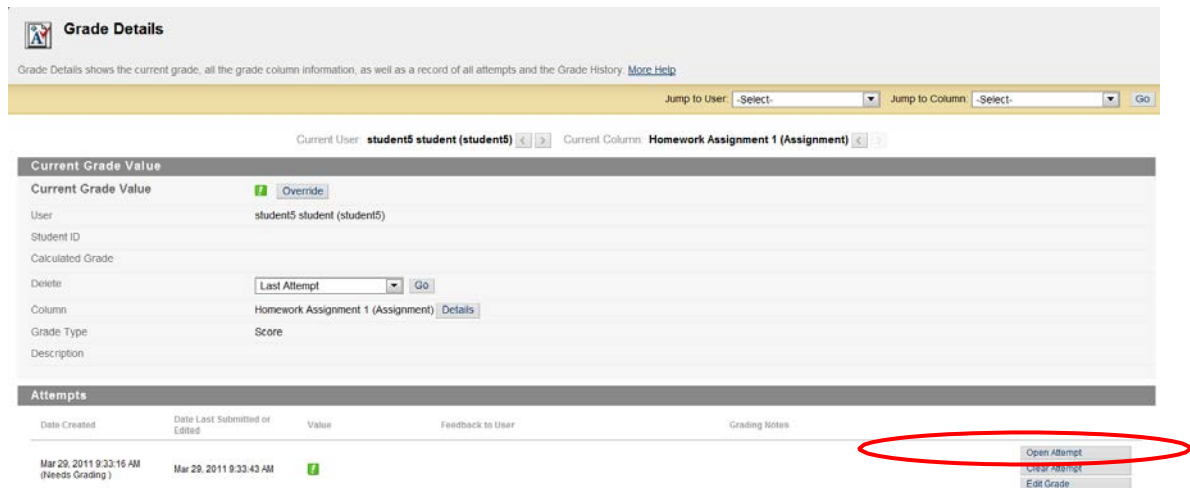
Assignments can be graded from the Full Grade Center or Needs Grading smart view.

Grading Assignments from the Full Grade Center

1. Click on the Grade Center link in the Control Panel under Course Management, to display either just what needs to be graded or the full Grade Center.



2. In the cell with the green icon (🟢), click on the double down arrows (⌵) on the right side of the cell and select View Grade Details.
3. Click on Open Attempt.



4. If an assignment was attached, click on the attachment to open it.
5. Assign the Grade and add comments or notes.

* Indicates a required field.

Cancel Save as Draft Submit

1. Assignment Information

Name Homework Assignment 1
Instructions Complete this assignment and submit it via Blackboard
Due Date
Submitted Date Tuesday, March 29, 2011 9:33:43 AM EDT
Submitted By student5 student

2. Submission History

Attempt #1 (You are reviewing this attempt)

3. Review Current Attempt

Submission
Attached Files HW_Assignment_1.docx
Comments

4. Grade Current Attempt

* Grade 0 out of 5
Comments

6. Click Submit when finished.

Attached files

File Name	Link Title
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5. Instructor Notes

Notes

Attach File Browse for Local File Browse for Content Collection Item

Attached files

File Name	Link Title
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6. Submit

Click Save as Draft to save changes and continue working later. Click Submit to finish. Click Cancel to quit without saving changes.

Cancel Save as Draft **Submit**

7. Grade other students' assignments by moving to another student using the left and right arrows in the upper right corner of the page.

Grade Details

Grade Details shows the current grade, all the grade column information, as well as a record of all attempts and the Grade History. [More Help](#)

Jump to User: -Select- Jump to Column: -Select- Go

Current User: student5 student (student5) Current Column: Homework Assignment 1 (Assignment

Grading Assignments from the Needs Grading smart view

1. Click on the Grade Center link in the Control Panel under Course Management, to display either just what needs to be graded or the full Grade Center.

The screenshot shows the Blackboard interface for course management. On the left is the 'COURSE MANAGEMENT' sidebar with a 'Control Panel' section containing links for 'Needs Grading' and 'Full Grade Center', both of which are circled in red. The main area displays the 'Needs Grading' smart view. At the top, there is a 'Grade All' button. Below it is a table with columns for 'Category', 'Item', 'User', and 'Date Submitted'. The table shows two items to grade. A context menu is open over the second item, showing options 'Grade All Users (2)' and 'Grade Anonymously (2)', with the first option circled in red.

2. Click on Grade All Users
3. Grade the Assignment Accordingly from the next window and Click the appropriate action from the Grading Menu Bar

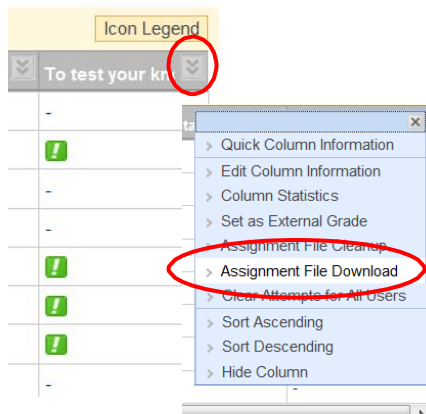
The screenshot shows the 'Grade Assignment: To test your knowledge' window. At the top right, there are 'Jump to...' and 'Hide User Names' buttons. Below that, it shows 'User: student7 student (Attempt 1 of 1)' and 'Needs Grading View: Needs Grading'. There is a navigation bar with '< 1 of 2 >'. Under 'Assignment Information', there is a legend: '* Indicates a required field.' To the right of this legend, the 'Save and Next' button in the grading menu bar is circled in red. Below this are two main sections: '1. Submission History' and '2. Review Current Attempt'. The 'Review Current Attempt' section shows 'Submission' details, 'Attached Files' (including 'Course Management for Instructors.pdf'), and 'Comments'.

To Download assignments waiting to be graded

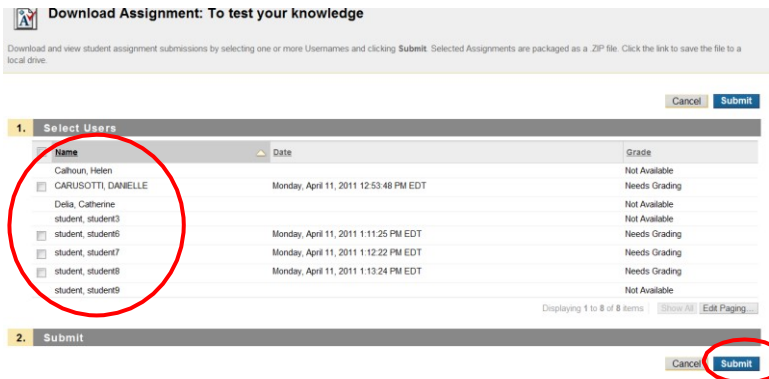
(Use this option if you will not have Web connectivity and wish to view assignments off-line)

Follow steps 1 and 2 above (from the Control Panel, click Grade Center, Grade All Users), and then complete the following:

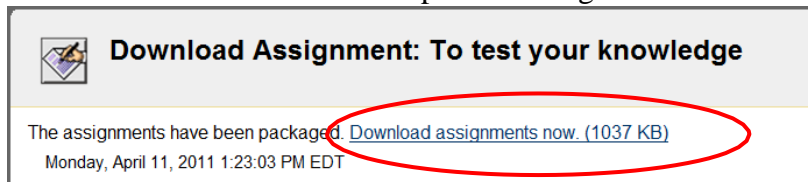
1. Find the column of the assignments that you want to download
2. Click on the double down arrows (▾) on the right side of the column, and click “Assignment File Download”



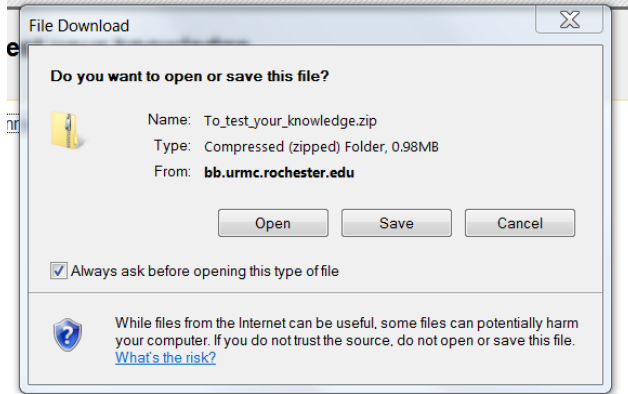
3. Select the box next to all the students for whom you would like to download assignments, and click submit.



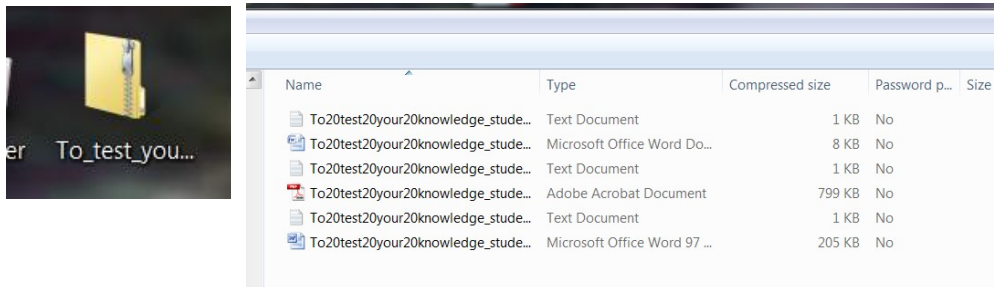
4. Click on the link listed for the packaged assignments. This action will prompt you to find a local area to save the zip file of assignments.



5. Once the zip file is saved, scroll to click the “OK” button on the Download Assignment window in Blackboard. Depending on the size of your browser window, scrolling to the “OK” button located in the lower right corner of the Blackboard window is necessary.



6. The next window is the Grade Center where you will manually enter the grade for each downloaded assignment.
7. At this point, you will need to navigate on your computer, to the zip file of assignments that you just saved.
8. Double click on the zip file to expand it to show the assignments of the students you just downloaded. *Note: There will be 1 text file to correspond to each file downloaded.*



9. Once each downloaded file is viewed, the grade will have to be manually entered in the Grade Center within Blackboard. Do this by clicking the appropriate row for the student in the corresponding Grade Center column.

