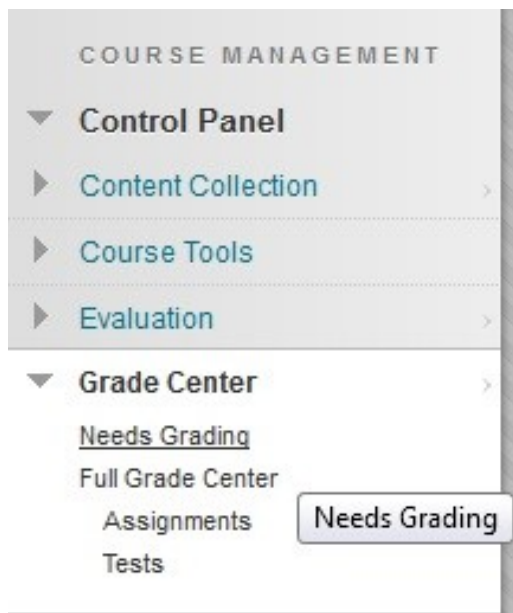



# Blackboard Assignment: How to Grade an Assignment

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1. To grade students' assignment submissions go to the "Needs Grading" section on the Course Management menu (lower-left). Expand the "Grade Center" then click on Needs Grading



- In the Needs Grading window access a student's attempt by clicking on their name under the "User Attempt" column.

Needs Grading				
Grade All	Needs Reconciliation			Filter
<b>63 total items to grade.</b>				
				Page 1 of 3 > >>
CATEGORY	ITEM NAME	USER ATTEMPT	DATE SUBMITTED 	DUE DATE
Discussion	Disc: Unit 2: Astrophotography/Imaging	<a href="#">Mark Tsai</a>	September 11, 2016 12:55:26 PM	
Discussion	Disc: 17-Jupiter mass object	<a href="#">Mark Tsai</a>	September 11, 2016 1:01:09 PM	
Discussion	Disc: Discovery of Trans- Neptunian Object	<a href="#">Sarah Spooner</a>	September 15, 2016 5:15:15 PM	
Journal	Journal: Space Exploration	<a href="#">Ryan Johnson</a>	September 16, 2016 5:20:12 PM	September 23, 2016
Blog	Blog: Astronomy Top Stories	<a href="#">Sandra Scott</a>	September 16, 2016 5:25:09 PM	
Assignment	Group Plan	<a href="#">Group Saturn</a>	September 16, 2016 6:57:25 PM	October 1, 2016
Assignment	Review of Guest Speaker	<a href="#">Anonymous Student (Attempt ID: 1390)</a>	September 21, 2016 5:04:21 PM <b>LATE</b>	September 16, 2016
Assignment	Review of Guest Speaker	<a href="#">Anonymous Student (Attempt ID: 1391)</a>	September 21, 2016 5:11:11 PM <b>LATE</b>	September 16, 2016

- You may view the student's paper through the inline grading feature, called New Box View. The Inline Grading feature affords convenience by accessing the submission through the browser window therefore there's no need to download the document to Microsoft Word, mark it up then re-upload it.

However, if you prefer you can still download document to Microsoft Word and re-upload it. (instructions for re-uploading the document back to Blackboard are located in Step 5).

For the inline grader, the following supported file types open automatically in the browser.

- Microsoft® Word (DOC, DOCX)
- Microsoft® PowerPoint® (PPT, PPTX)
- Microsoft® Excel® (XLS, XLSM, XLSX)
- PDF

Original formatting and embedded images are preserved. If a student has uploaded an unsupported file (e.g. Pages file), you're prompted to download it.

- Assignment inline grading workflow

The screenshot displays the Blackboard inline grading interface. At the top, it shows 'Viewing 1 of 2 gradable items' and the student's name 'Chris Casper (Attempt 1 of 1)'. The main content area shows the student's submission titled 'Sociological Imagination: DRINKING COFFEE'. The text includes: 'Drinking a cup of coffee is a simple act... be as hot as possible, black, and in my favorite... if it isn't available. The cup needs to sit next to the percolator in anticipation. I prefer my first couple of cups of coffee to be at home. When meeting for coffee, I usually order a "fancy" coffee. I never take time to make myself anything special. Coffee drinking starts early for most of us, but often extends through a lifetime. But many will say, coffee is more than a drink. It has... of the social rituals we con... someone we haven't see... regularly meet our best fr... it date can take place while gazing over a... stings and brainstorm require coffee. Most of... alone in a public place, surfing the net, if we... rorite caffeinated beverages while... le-sitters doing the same. fee are probably more interested in being... in what is in their cups. Coffee drink... turities coffeehouse owners have tried... enters of com'. A comment box from 'Cathy Chu' is visible at the bottom left. The right sidebar shows 'Assignment Details' with a grade of 'E 95 /100' and a submission list containing 'soc\_imagination\_ccasper.docx' with a grade of 'F'. A toolbar with icons for grading and a 'Save' button is also visible.

- A. View instructions. Expand the assignment instructions.
- B. Add comments, highlight text, and draw on the document.
  - Comments: Select the Point annotation mode icon and point to wherever you want to add a comment. Select Post. You can continue to add comments in succession.
  - Highlight text: Point and drag your cursor to highlight text, then select Highlight text. Select Add comment to highlighted text to add a comment to a highlighted area. To remove a highlighted area, select Highlight text again.
  - Draw: Select the Drawing annotation mode icon. Then, press down and drag the pointer to draw on the document. Save or Delete your drawing. You can continue to add drawings in succession and save or delete all drawings in one action. You can't edit or delete drawings after you save them.
- C. Remove or reply to comments. Open a comment again and select the Delete icon in the right corner to remove it. You can also reply and add additional information.
- D. Access additional actions. Point to the bottom of the screen to access functions. You can zoom in and out, and navigate to other pages in a student's file.
- E. Provide a grade and feedback. In the right panel, grade the submission, provide feedback, attach files, and add private notes for yourself. Students do not see your private notes. In the Feedback to Learner box, select the editor icon represented by the letter A to open the pop-up editor window.

If you associated a rubric, you can access it in this area.

Students can access the annotated files after you provide a grade and select Submit.

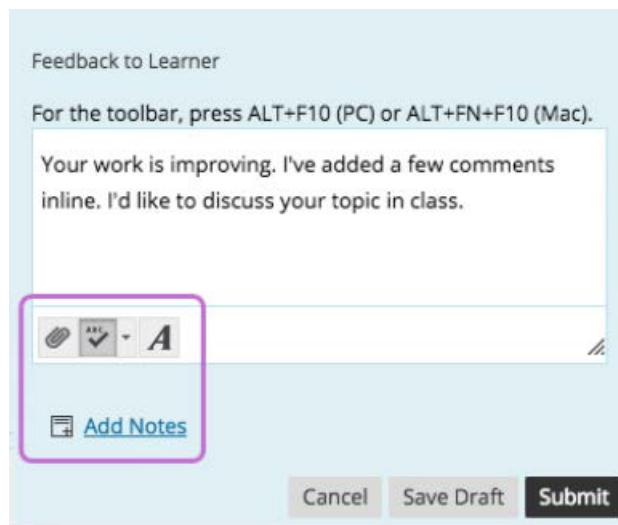
You can also override or revert a grade.

- F. Download the student's file. After you select Submit, a PDF file with your annotations is generated. The time to create the PDF depends primarily on the size of the original file.

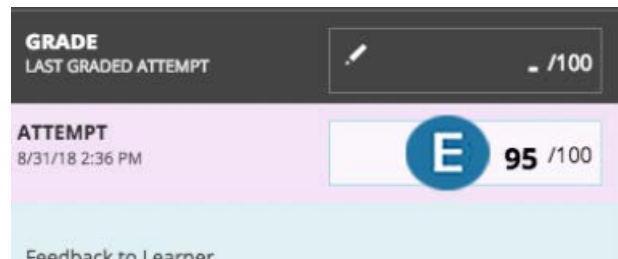
Return to the assignment and access the file's menu. You can download the original student file or a PDF with your annotations. If the student provided another name for the file in the submission, the downloaded file uses this name.

Use your browser's print function to print the downloaded file.

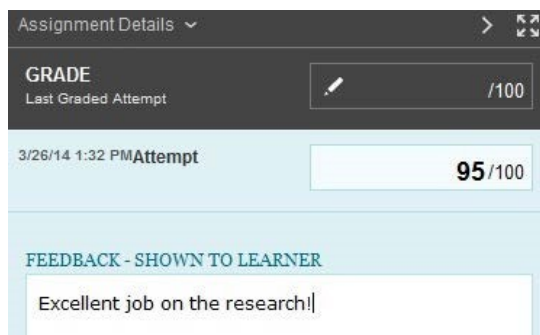
5. Instructions for re-uploading the document back to Blackboard: Within the inline grader, in the Feedback to Learner section, click on the paper clip icon to reupload the document.



Enter the Grade in the Attempt section.



On the Assignment Details pane on the right side, enter a grade under “Attempt” score. You may optionally add feedback.




6. After grading all of the assignment attempts, the submissions will no longer appear in the *Needs Grading* queue. To access the graded submissions go to the Grade Center column.

Success: Grade submitted.

## Needs Grading

Instructors can view attempts ready for grading or review on the *Needs Grading* page.

Grade All

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

*Enter dates as mm/dd/yyyy*

0 total items to grade.

7. To access the associated column in the Grade Center go to: Grade Center -> Full Grade Center -> Assignments.

- Grade Center
- Needs Grading
- Full Grade Center
- Assignments**
- Tests

8. The students score will appear under the column.

Grade Information Bar						
Last Name	First Name	Username	Student ID	Last Access	Availability	Research Paper
<input type="checkbox"/> Wack	Brittany	bwack01		March 26, 2014	Available	95.00

Selected Rows: 0

9. Students may view their grade for the Assignment by logging into the Blackboard course then they should click on *My Grades* followed by the Assignment title.

The screenshot shows the Blackboard 'My Grades' interface. On the left is a navigation menu with 'My Grades' circled in yellow. The main area displays a table of grades with columns for 'ITEM', 'FEEDBACK', 'LAST ACTIVITY', and 'GRADE'. The table includes rows for 'Weighted Total', 'Total' (95.00/100), 'Midterm Exam' (UPCOMING), and 'Research Paper' (Excellent job on the research! Mar 26, 2014 1:49 PM GRADED 95.00/100). The 'Research Paper' row is circled in yellow, and a red arrow points to its grade.

ITEM	FEEDBACK	LAST ACTIVITY	GRADE
Weighted Total			-
Total			95.00/100
Midterm Exam		UPCOMING	•/128
Research Paper	Excellent job on the research!	Mar 26, 2014 1:49 PM GRADED	95.00/100