

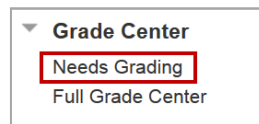
Blackboard Tools Tutorial

Grading an Assignment from the Grade Center: Needs Grading

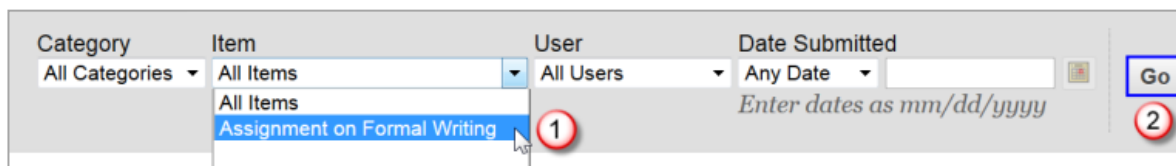


This handout reviews how to grade student assignments beginning from the Needs Grading area. You will learn how to access and grade assignments inline through your web browser.

1. Select **Needs Grading** from the **Grade Center** area of the **Course Menu**. You now have a view of all student work waiting to be graded.



The many down arrows allow you to filter by **Category**, **Item**, **User**, and **Date Submitted**. Selecting **Go** activates the filters.



2. Selecting a student's name opens up his/her assignment.

Category	Item Name	User Attempt	Date Submitted ▲	Due Date
Assignment	Assignment on Formal Writing	Christine Student	February 28, 2014 4:39:34 PM	

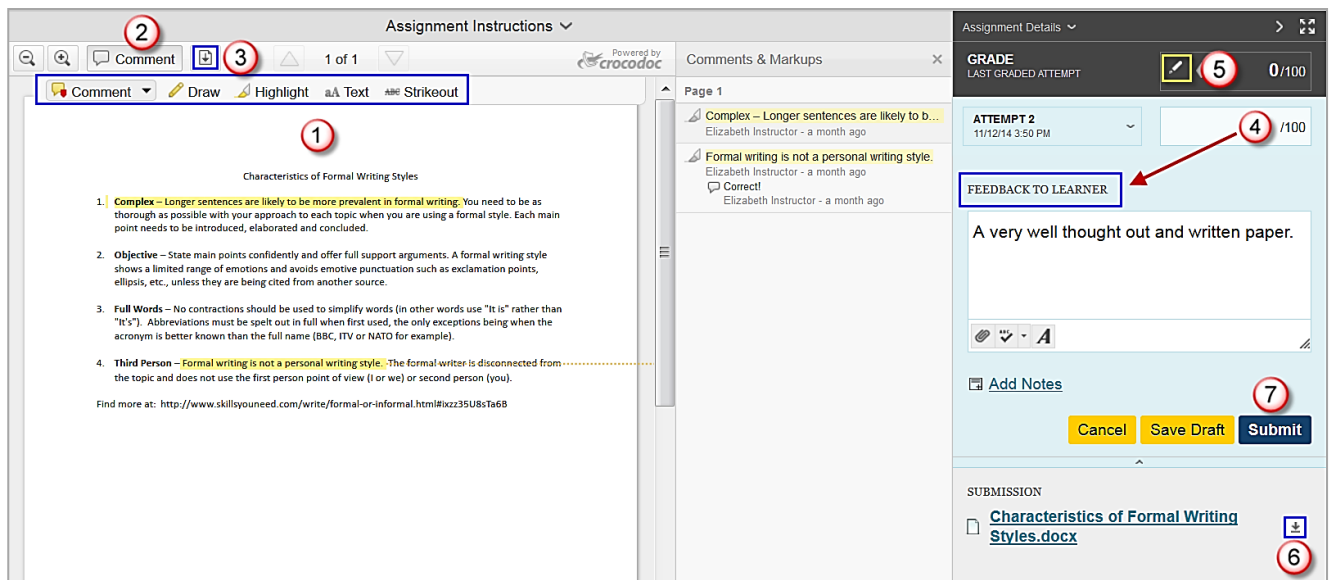
3. The student's assignment is displayed on the left, (1) with the grading area on the right. Selecting the **Comment** button (2) gives you many options for annotating the paper. You can delete your comments by right clicking on them and selecting **Remove**.
Please note: The **Comment** feature only works with uploaded files, and not information that the student submitted through the text editor. You should encourage students to only upload their assignments for this reason.

(3) Selecting the down arrow, next to the **Comment** button, allows you to download a copy of the original and/or annotated file to your computer.

(4) To enter the grade, type the number of points in the **Attempt** field on the right side.

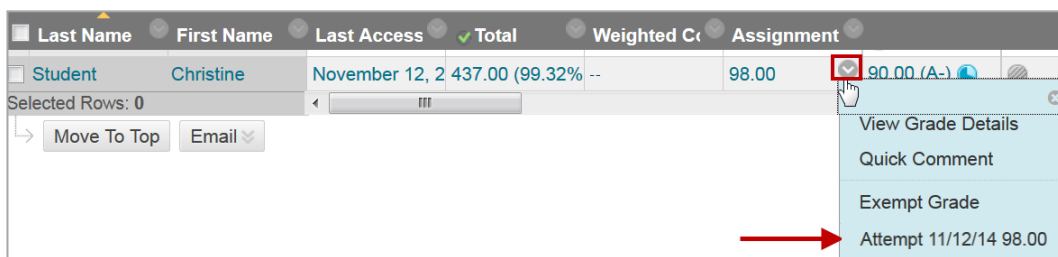
- You can leave feedback in the **Feedback to Learner** section to add comments. In addition, you can attach a file and your check spelling. Below the Feedback section there is an option to add your own personal notes.
- Download the student's file if you want to save the original file to your computer (6).
- Click on **Submit** when done (7).

Note: If you need to override a grade go back to that student's submission and click on the pencil icon (5).

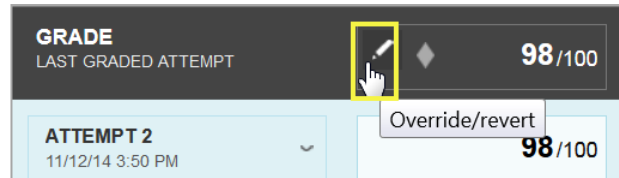


4. To change a grade after it has been submitted:

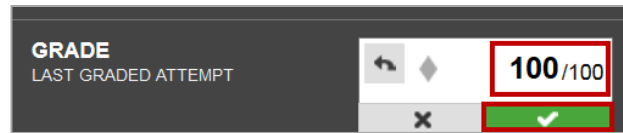
- First access the **Gradebook** by selecting **Full Grade Center** from the **Course Menu**.
- Select the down arrow next to the grade in question, and then click on an **Attempt**.



5. Select the pencil icon, enter the correct grade, and then select the green checkmark to save it.

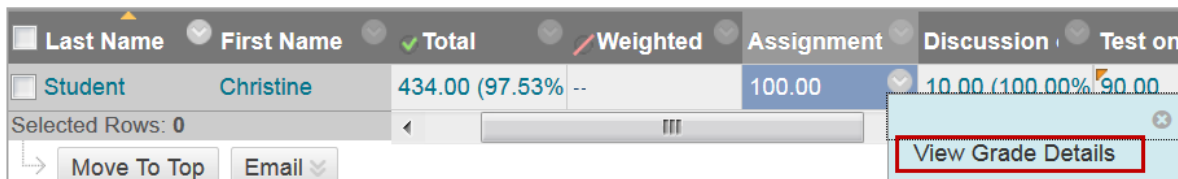


6. If you return to the Grade Center you will see that the grade has been changed.

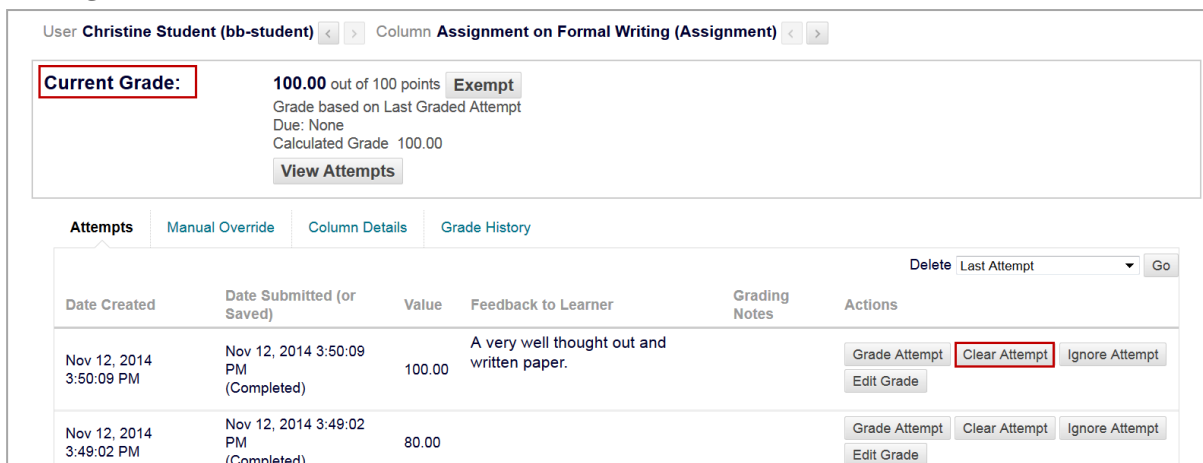


7. The steps that follow show how to allow a student to resubmit an assignment, or exceed the maximum number of submissions allowed.

- From the grade book, select the down arrow next to the assignment in question, and select **View Grade Details** to go to the Grade Details screen shown below.



- Selecting **Clear Attempt** will allow the student in question to resubmit the assignment.



- The Additional Attempt button allows a student who has submitted the maximum number of attempts, to submit an additional attempt.

