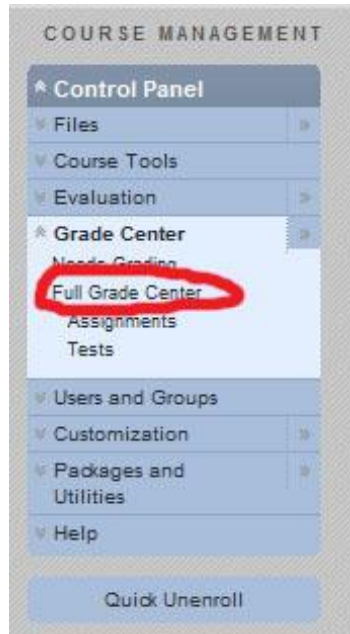




Grading A Written Assignment

Purpose Statement: The purpose of this document is to walk the viewer through the process of grading a written assignment submitted in Blackboard.

1 The first step is to access the Grade Center. Starting at the Home Page from within the course, Access the Grade Center tab from the Course Management Control Panel. *This is located just below the main course menu on the left hand side of the screen.* Click on “Full Grade Center” in order to enter.



2 The following picture represents a view of the grade center.  This Green Exclamation Symbol informs the instructor that there is an item in this assignment that requires grading.



Grade Center : Full Grade Center


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 table and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports

Grade Information Bar

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	Discussion Tra	Sample Writer	Test or Quiz Sz
Student	Joe	guest3	guest3	January 21, 2012	Available		

Selected Rows: 0

3 When you Mouse Over, or place your mouse in the cell with the , and small icon appears on the right side of the cell. This is called a Chevron, and it will activate a menu as shown below:

+

Grade Center : Full Grade Center

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 [Enter](#) key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports

Move To Top Email

Grade Information Bar

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	Discussion Tra	Sample Writer	Test or Quiz S
Student	Joe	guest3	guest3	January 21, 2012	Available	--	--	--	?	?

Selected Rows: 0

Move To Top Email

View Grade Details
Exempt Grade
Attempt 1/21/12

4 In order to begin grading the attempt, simply click on the item labeled “Attempt 1/21/12 ?”.

Grade Center : Full Grade Center

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 [Enter](#) key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports

Move To Top Email

Grade Information Bar

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	Discussion Tra	Sample Writer	Test or Quiz S
Student	Joe	guest3	guest3	January 21, 2012	Available	--	--	--	?	?

Selected Rows: 0

Move To Top Email

View Grade Details
Exempt Grade
Attempt 1/21/12

5 Once you have opened the grading window shown below, you will find (3) key areas for grading:

1. Area (1) is the actual file link for the Written Assignment submitted by the student. Click on this link to open and read the Written Assignment.
2. The Scoring Box (2) is the actual area to enter the numeric score for the assignment.
3. The Feedback Box (3) is where you can enter your feedback on the assignment to the student.

Grade Assignment: Sample Written Assignment

In the Grade Current Attempt section, assign a grade and feedback for the current assignment attempt. When available, click Save and Next or use the arrow buttons to navigate through or grade the attempts in the queue one at a time. If no grade is assigned for the attempt, clicking Save and Next will not change the status of the attempt. If multiple attempts for a test have been allowed, a Student's grade is not released until all of the attempts have been graded. Click Hide User Names to grade attempts anonymously. Click Show User Names to display user information. [More Help](#)

Jump to... Hide User Names

User: Joe Student (Attempt 1 of 1) View: Full Grade Center 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

Attached Files **1** [How Many Faculty Discussion Posts Each Week.docx](#)

Comments My assignment

3. Grade Current Attempt

Grade **2** out of 20

Feedback to User

Normal Arial

3

Path: body

Attach File Browse My Computer Browse Course

1 If you utilize “track changes”, or a standard feedback form or rubric for grading assignments, you can simply attach that feedback to the grade. Simply page down to the area labeled (4) below the Feedback box in shown in the previous step. Simply use the highlighted button to attach the file similar to an email attachment!



2 FINALLY, NEVER FORGET TO HIT THE SUBMIT BUTTON! *This is saving your work, and if you leave the page, your work will be lost!*

