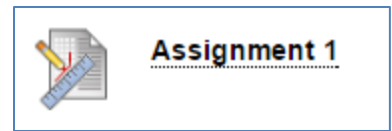


Grading a Dynamic Assignment



Blackboard Learn

A dynamic assignment is a file submission link that connects to your course's Grade Center. When a student has submitted an assignment for grading in the course, follow these steps to view and grade the assignment.



1. In the course's **CONTROL PANEL**, click **GRADE CENTER** and select **NEEDS GRADING** from the menu.
2. On the Needs Grading page, click the **FILTER** button. Use the filter tools to select the assignment that you want to grade. Then, Click **GO**.

Needs Grading

Grade All Filter

Category	Item	User	Date Submitted
Assignment	Assignment 1	All Users	Any Date

Show attempts that don't contribute to user's grade

Go

3. A list of available assignments that are ready to grade will appear. Click the **GRADE ALL** button to proceed.

Needs Grading

Grade All Filter

3 of 5 total items match current filter.

CATEGORY	ITEM NAME	USER ATTEMPT	DATE SUBMITTED	DUE DATE
Assignment	Assignment 1	Annie Asterisk	May 29, 2018 10:15:33 AM	May 31, 2018
Assignment	Assignment 1	Collin Colon	May 29, 2018 10:29:38 AM	May 31, 2018
Assignment	Assignment 1	Brett Bracket	May 29, 2018 10:32:33 AM	May 31, 2018

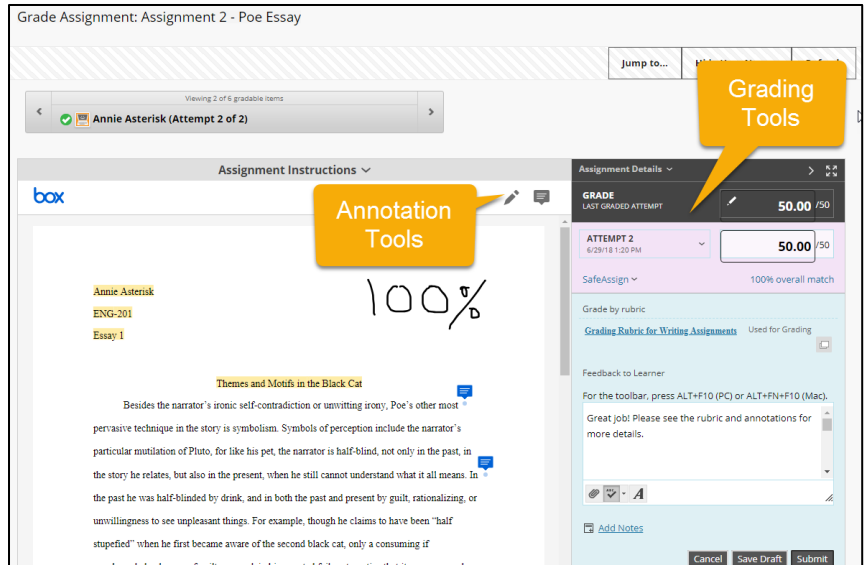
Displaying 1 to 3 of 3 items Show All Edit Paging...

4. You will be taken to the **GRADE ASSIGNMENT** page for the first student. If the student submitted a file that is supported by the inline grading preview tool¹, you may see a "Please Wait" or "Generating Preview" message on the screen before the preview loads on the screen².

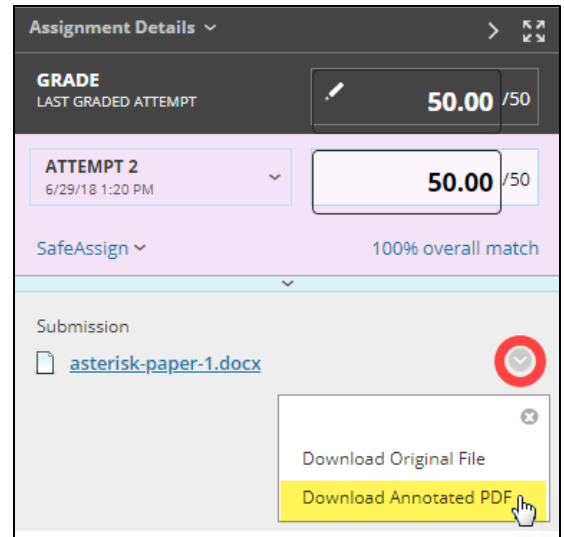
¹ 100 file types are supported, including most MS Office files, html, audio, video, and images. The previewed document is an *approximation* of the original document's format and layout.

- Review the student's submission. You may use the in-line preview tool's annotation tools to add feedback directly to the previewed document. Assign a grade in the **ATTEMPT** window and leave summary feedback in the **FEEDBACK TO LEARNER** box.

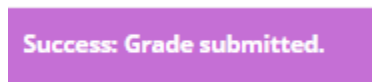
If you had attached an [interactive grading rubric](#) to the assignment, you will see additional tools for grading with the rubric.



- NEW FEATURE!** – If you have added comments to the previewed document using the Box View tools, you and your students can download annotations as a PDF. The annotated PDF can be opened in Adobe Reader.



- When you are done grading the student, the grade and feedback, click the **SUBMIT** button to post the grade to the Grade Center. The grading panel will collapse and a confirmation banner will indicate that the grade has been submitted.



- If you have more assignments to grade, you will automatically advance to the next student to grade in the Needs Grading list. If there are no more assignments to grade, you will be taken back to the Needs Grading page.