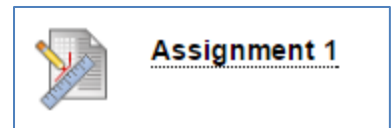


Grading a Dynamic Assignment

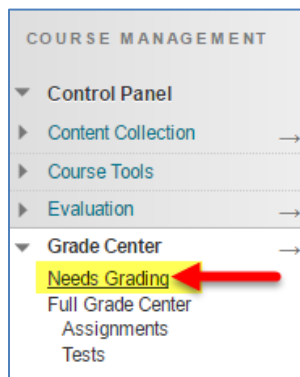



Blackboard Learn

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, review the list of assessments that are ready for grading. Roll your mouse over a student's name and click the gray context arrow  that appears. Select **GRADE ALL USERS** from the context menu.

Needs Grading

Instructors can view attempts ready for grading or review on the **Needs Grading** page. Click **Grade All** to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)

Grade All Filter

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

Enter dates as mm/dd/yyyy

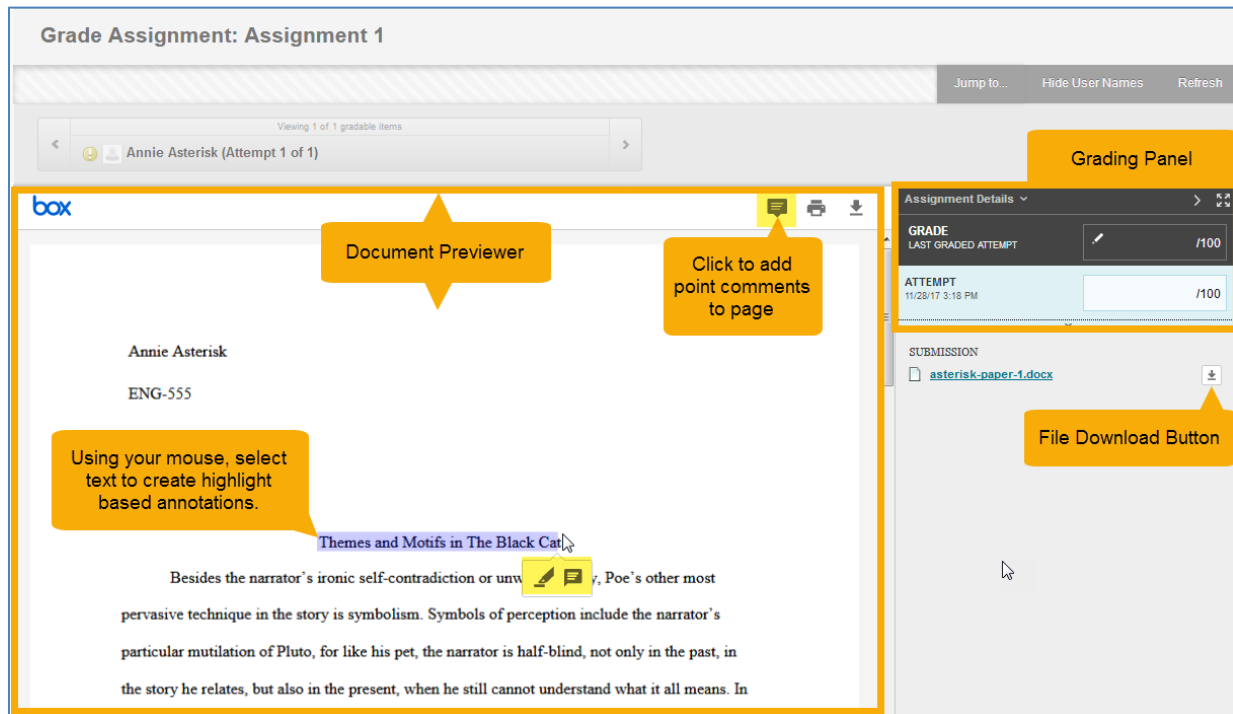
13 total items to grade.

Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Assignment 1	Annie Asterisk	September 23, 2016 12:50:27 PM	
Test	Test 4 - All Es	Brett Bracket	September 23, 2016 8:32:57 AM	
Assignment	Essay 1	Sally Spacebar	August 23, 2016 10:15:00 AM	

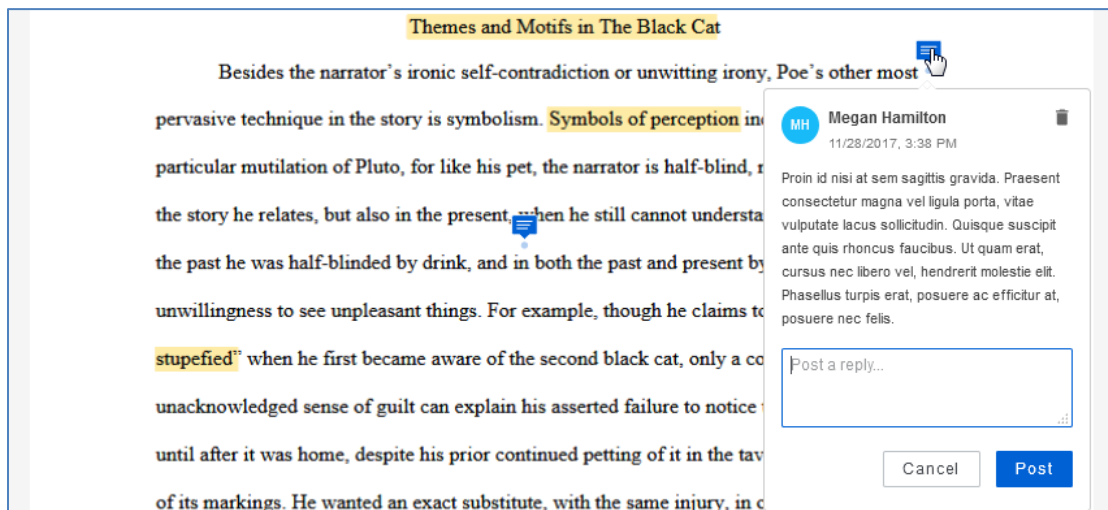
Grade All Users (1)

Grade with User Names Hidden (1)

- You will be taken to the **GRADE ASSIGNMENT** page for the student’s submission. 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. Refreshing the page to preview the file.



You have the *option* of adding point or highlight-based annotations to the previewed document. Your annotations are saved to the document in real time and will display to the student once you have *submitted* the grade. The student can view annotations by rolling the mouse over highlighted text or comment icons. At this time, annotations cannot be downloaded or printed.



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.

4. To assign a grade, click on the points text-box in the grading panel. The grading panel will expand. Type the points the student earned in the points text-box and add comments to 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.

Assignment without Rubric

The screenshot shows the 'Assignment Details' window. At the top, there is a 'GRADE' section with a text box containing '/100'. Below this is the 'ATTEMPT' section, showing the date '11/28/17 3:18 PM' and a yellow box with the score '89/100'. The 'FEEDBACK TO LEARNER' section contains the text 'Good job!' and a toolbar with icons for undo, redo, and bold. At the bottom, there are 'Cancel', 'Save Draft', and 'Submit' buttons.

Assignment with Rubric

The screenshot shows the 'Assignment Details' window. At the top, there is a 'GRADE' section with a text box containing '/100'. Below this is the 'ATTEMPT' section, showing the date '11/28/17 3:18 PM' and a text box with '100'. The 'FEEDBACK TO LEARNER' section is empty. A 'GRADE BY RUBRIC' section is visible, showing a link to 'CE-02-00-FA2016 - EFFECTIVE COMMUNICATION IN WRITING' and a yellow button with a checkmark icon. A callout box points to this button with the text 'Click to grade with attached rubric'. At the bottom, there are 'Cancel', 'Save Draft', and 'Submit' buttons.

5. After you have entered the grade and feedback, click the grading panel's **SUBMIT** button to post the grade to the Grade Center. The grading panel will collapse and a green confirmation banner will indicate that the grade has been submitted.

Success: Grade 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.