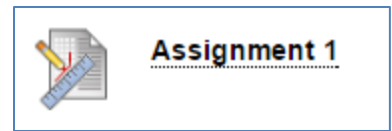


Grading a Dynamic Assignment



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**.

The screenshot shows the 'Needs Grading' interface. At the top, there is a 'Grade All' button and a 'Filter' button. Below these is a filter bar with the following options: Category (Assignment), Item (Assignment 1), User (All Users), and Date Submitted (Any Date). There is a 'Go' button to the right of the filter bar. A checkbox labeled 'Show attempts that don't contribute to user's grade' is also visible.

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

The screenshot shows the 'Needs Grading' page with a list of assignments. A red arrow points to the 'Grade All' button. The list shows 3 of 5 total items matching the current filter. The table below contains the following data:

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

At the bottom of the table, it says 'Displaying 1 to 3 of 3 items' with 'Show All' and 'Edit Paging...' buttons.

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.

Grade Assignment: Assignment 1

Jump to... Hide User Names Refresh

Viewing 1 of 3 gradable items

Annie Asterisk (Attempt 1 of 1) Exit

Assignment Instructions

Assignment Details

GRADE
LAST GRADED ATTEMPT - /100.00

ATTEMPT
5/29/18 10:15 AM 80.00000 /100.00

Grade by rubric
[Grading Rubric for Writing Assignments](#) Used for Grading

Feedback to Learner
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).
Good job overall. Please refer to the rubric for more details.

Add Notes

Cancel Save Draft Submit

- 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 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.