

# GRADING A BLACKBOARD ASSIGNMENT



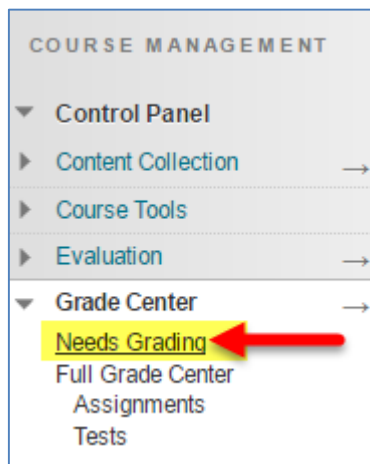
## Blackboard Learn

A Blackboard 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.



### Assignment 1

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

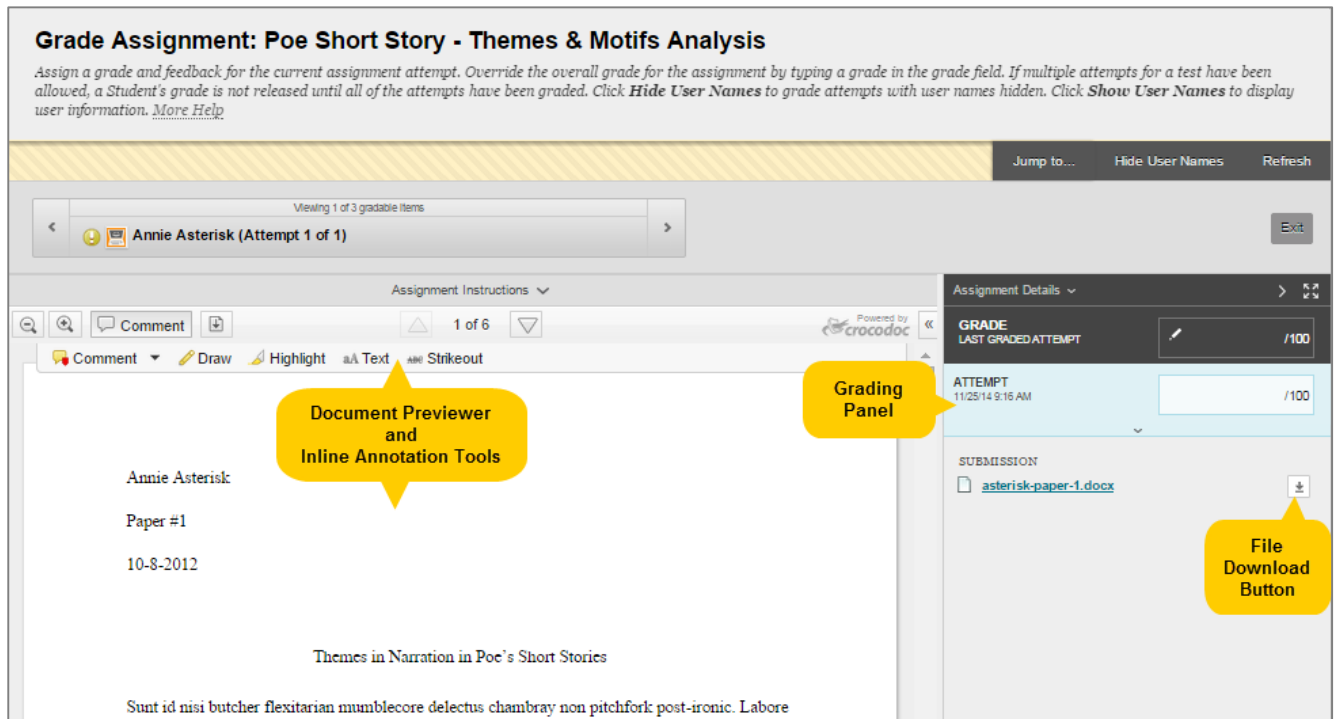
Category: All Categories | Item: All Items | User: All Users | Date Submitted: Any Date |  |  Enter dates as mm/dd/yyyy

13 total items to grade.

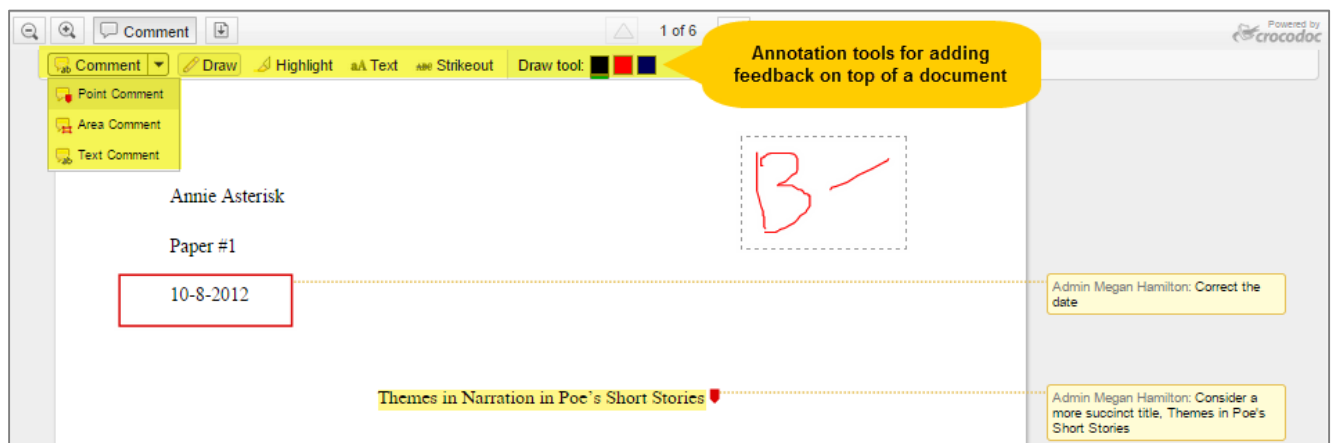
Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Assignment 1	Annie Asterisk	September 23, 2016 12:50:27 PM	
Test	Test 4 - All Es	Brett Bracket	September 23, 2016 8:32:57 AM	
Assignment	Essay 1	Sally Spacebar	August 23, 2016 10:15:00 AM	

Context menu for 'Assignment 1':  
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 tool<sup>1</sup>, you may see a “Please Wait” or “Generating Preview” message on the screen before the preview loads on the screen<sup>2</sup>.



When the student’s document previews on the page, you have the *option* of using the **COMMENTS** menu to [annotate the document with feedback or suggestions](#)<sup>3</sup>. Your annotations are saved to the document in live time and will display to the student once you have *submitted* the grade.



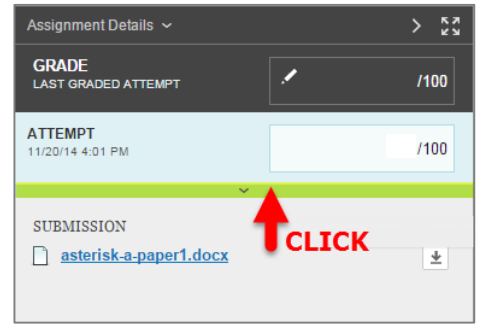
<sup>1</sup> File types that will preview include .DOC, .DOCX, .PPT, .PPTX, .XLS, .XLSX, and .PDF. The previewed document is an *approximation* of the original document’s format and layout.

<sup>2</sup> If the document cannot be displayed, click the file download button to view the document on your computer.

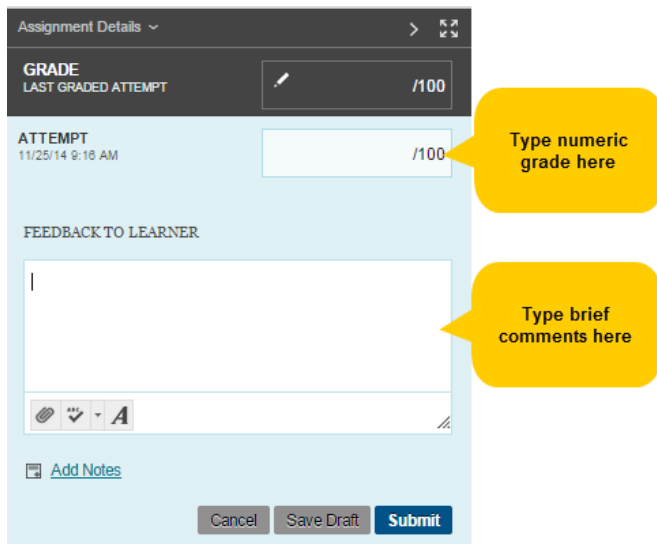
<sup>3</sup> An annotation session lasts 60 minutes. You will be given a 5-minute warning to save your work towards the end of the session. You may exit the student’s assignment and re-enter it to begin a new 60 minute annotation session.

4. To access the grading panel, click on the bottom edge of the **ATTEMPTS** section. The panel will open and display text-boxes for adding a numeric grade and a brief comment for the student.

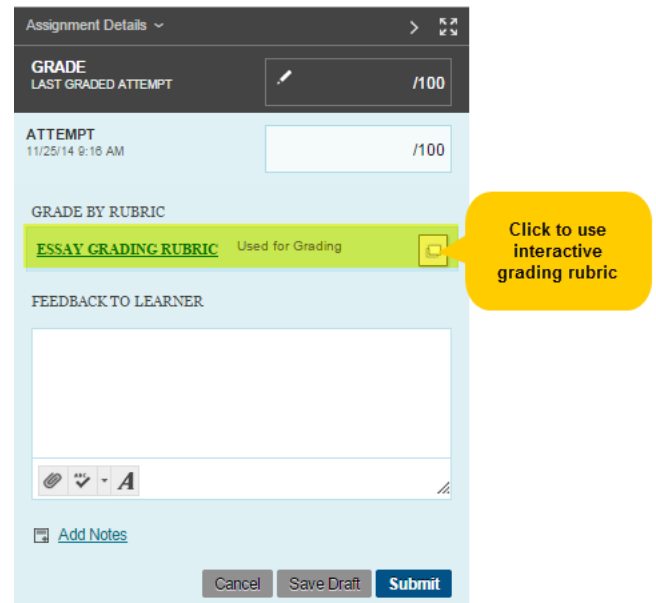
If you created a [Blackboard Grading Rubric](#) and added it to the Assignment, you will see tools in the grading panel to grade a student based on a rubric's benchmarks instead.



### Grading Panel without Rubric



### Grading Panel with Interactive Rubric



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.