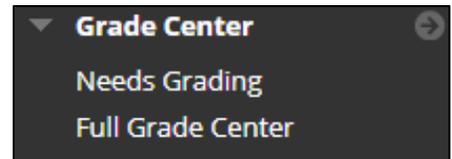# ADDING GRADES TO A COURSE GRADE CENTER

Blackboard Learn

In your course's Control Panel, you will see two options for accessing the Grade Center to enter grades throughout the semester. This tutorial assumes that you have already prepared your course's Grade Center with columns for assessments.

Option One: Grading Through the Full Grade Center

You may enter or change an assessment grade through the course's *Full Grade Center*. This is recommended if you want a quick and simple way of entering grades for an entire class or if you have manually created grade center columns. In your course's **CONTROL PANEL**, click the **GRADE CENTER** link. From the list of options that appear, select **FULL GRADE CENTER**. Then follow these instructions for the tasks you want to perform.

To Enter Just a Grade

Click your mouse inside a grade cell. It will become editable. Type the grade in the expected format. When done, push the Enter key on your keyboard to save the grade.

To Enter a Feedback Comment

Click the gray context arrow that appears in the grade cell. Select "Quick Comment" from the menu that appears. Add comments to the pop-up form and click "Submit" to post the comment.

Option Two: Grading Through the Needs Grading Smart View

Use this approach if you have collected assignments, tests, or discussion posts in Blackboard. You may use the Needs Grading Smart View to create an efficient grading workflow for these items.

In your course's **CONTROL PANEL**, click the **GRADE CENTER** link. From the list of options that appear, select **NEEDS GRADING**. 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
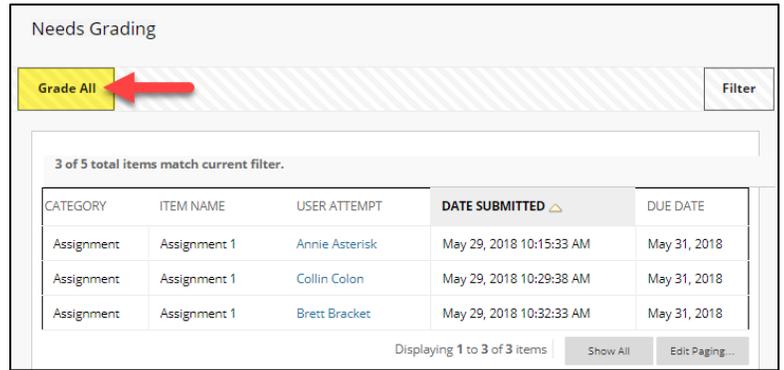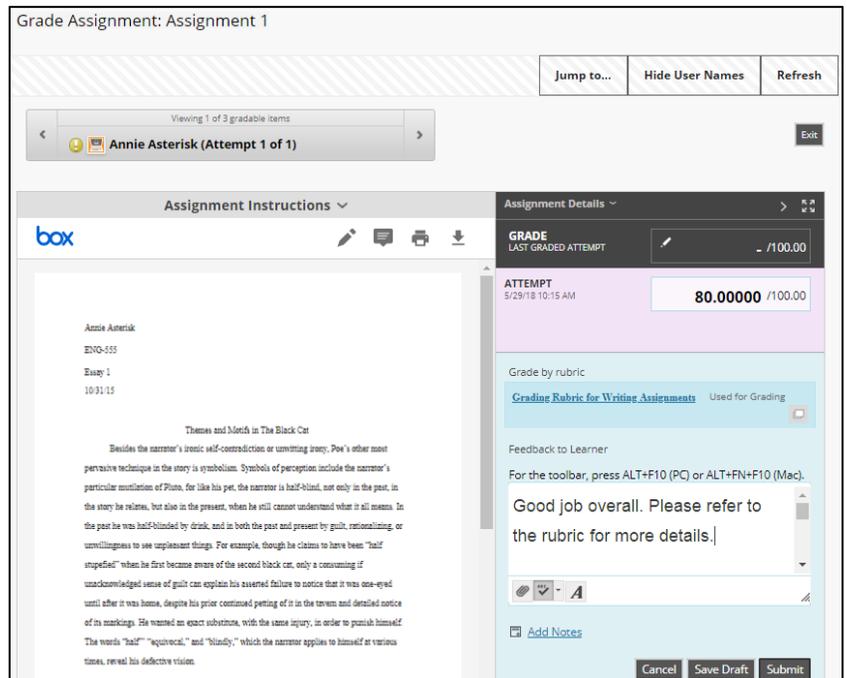
Category   Item   User   Date Submitted
Assignment ▼   Assignment 1 ▼ All Users ▼   Any Date ▼   Go
☐ Show attempts that don't contribute to user's grade
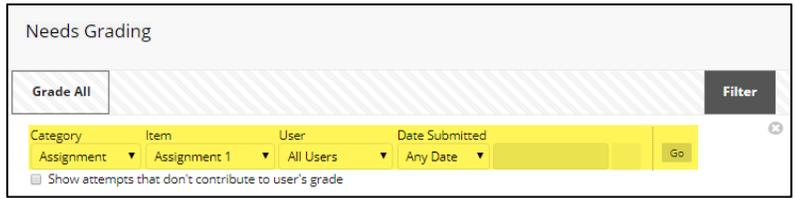
A list of available assignments that are ready to grade will appear. Click the **GRADE ALL** button to proceed.

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...

You will be taken to the **GRADE** page for the first student. Review the student's work, assign a grade in the **ATTEMPT** window, and leave summary feedback in the **FEEDBACK TO LEARNER** box.

When you are done, click the **SUBMIT** button.

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 ▾   ⤢

box   ✏ 💬 🖨 ⬇   GRADE
                              LAST GRADED ATTEMPT   ✏   _ /100.00

Annie Asterisk   ATTEMPT
ENG-555   5/29/18 10:15 AM   80.00000 /100.00
Essay 1
10/31/15
                              Grade by rubric

Themes and Motifs in The Black Cat   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.|

                              📎 ▾ · A

                              🔗 Add Notes

                                      Cancel Save Draft Submit

The grading panel will collapse and a confirmation banner will indicate that the grade has been submitted.

Success: Grade submitted.

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