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 popup 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**.

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

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.

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