

ADDING GRADES TO A COURSE'S GRADE CENTER



Blackboard Learn

There are two options for entering grades in your course's Grade Center. Option one allows you to enter or change a grade through the Full Grade Center. This option 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. Option two is used if you have created Blackboard assessments such as assignments, tests, or graded forums – you would then use the Needs Grading smart view to grade student attempts.

GRADING THROUGH THE FULL GRADE CENTER

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

First Name	Total	Assignment 1
Annie	396.00	100
Brett	201.00	--

Click your mouse inside a student's 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

First Name	Total	Assignment 1
Annie	496.00	100.00

View Grade Details
Quick Comment
Exempt Grade

Roll your mouse over the graded cell and click the gray context arrow that appears. In the context menu, select "Quick Comment". A form will appear, where you can add comments to the student's grade. When done, click "Submit" to post the comment.

GRADING THROUGH NEEDS GRADING SMART VIEW

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, you will see a list of student work that students have submitted for grading.

To begin grading, roll your mouse over the name of a student in the list and click the gray context arrow that appears. In the context menu, click on the **GRADE ALL USERS** link.

You will then be taken to the student's attempt, where you can review his or her work, assign a grade, and leave feedback comments.

When you are done grading the student, click the **SUBMIT** or **SAVE AND NEXT** button at the bottom of the grading form.