

How to Access a Student's Homework Assignment and Return a Grade

Assignments submitted in Blackboard are retrieved and graded via the Grade Center. In this example, we'll use an essay paper to demonstrate how to identify when there is an assignment ready for you to grade, how to locate and view the file, and how to enter the grade into the Grade center.

1. In the Control Panel, click Grade Center and then click **Full Grade Center**.



2. Assignments which require grading are indicated by a symbol of a green box and exclamation point.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Grade Information Bar Last Saved: January 11, 2013 4:15 PM

Last Name	First Name	Video Clip 2	Video Clip 3	Video Clip 4	Video Clip 5	Video Clip 6	Video Clip 7
Akers	Rocky	17.00	20.00	18.00	18.00	--	--
Ball	Crystal	!	17.00	18.00	--	--	--
Barr	Candy	17.00	16.00	--	--	--	--
Cade	Barry	15.00	15.00	--	--	--	--
Hammer	Jack	12.00	17.00	--	--	--	--
Pond	Lilly	17.00	19.00	--	--	--	--
Soares	Dinah	20.00	!	!	--	--	--
Vader	Ella	10.00	!	--	--	--	--

Selected Rows: 0

- Hold your mouse over an item that needs grading until the option to “Click for more options” appears.

<input type="checkbox"/>	Pond	Lilly	17.00	19.00	
<input type="checkbox"/>	Soares	Dinah	20.00	!	⌵
<input type="checkbox"/>	Vader	Ella	10.00	!	

Click for more options

- Click the chevron ⌵ to view the options, and then choose “View Grade Details”.

<input type="checkbox"/>	Soares	Dinah	20.00	!	!	
<input type="checkbox"/>	Vader	Ella	10.00	!		

Selected Rows: 0

Move To Top Email ⌵

View Grade Details

Exempt Grade View Grade Details

Attempt 9/5/12 !

- Click “Grade Attempt” to access the student’s submission.

Grade Details

User **Dinah Soares (sample.student8)** < > Column **Video Clip 3 (Assignment)** < >

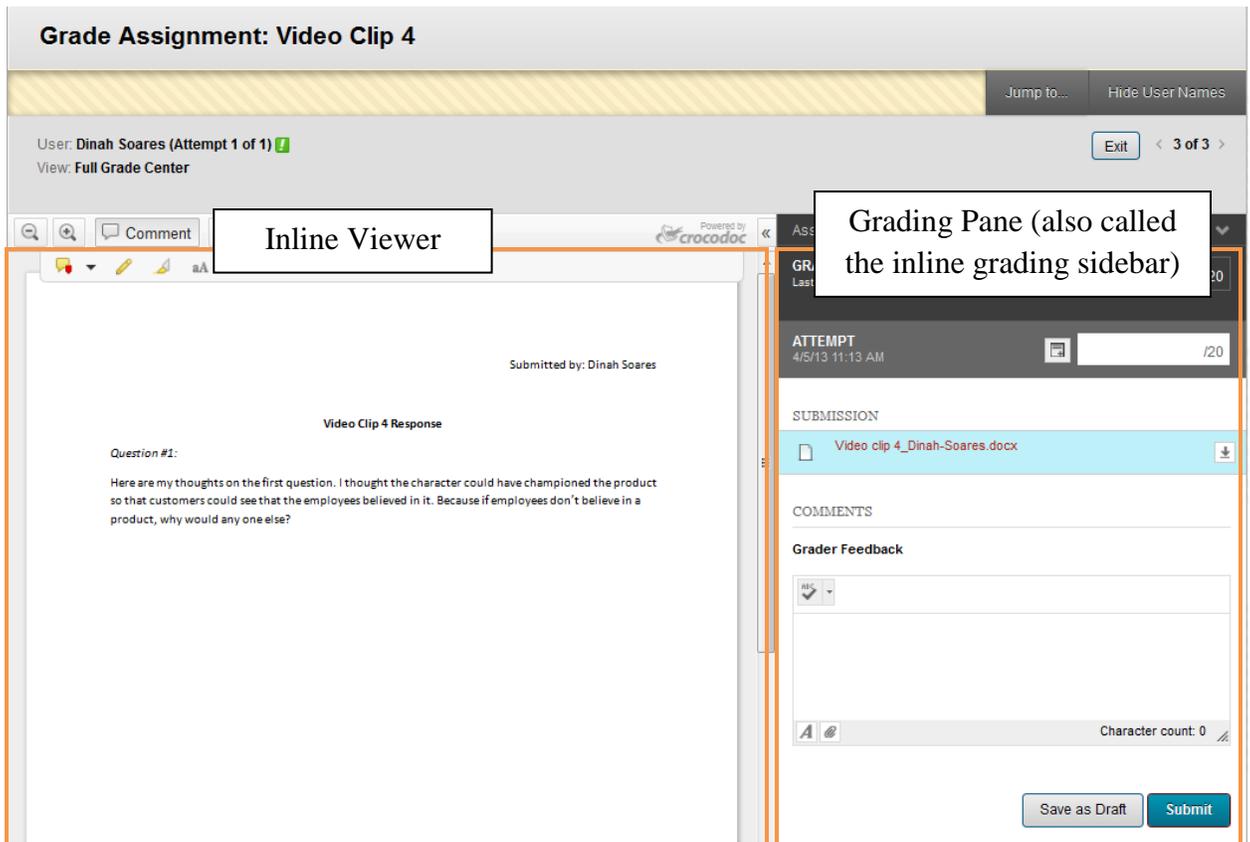
Current Grade: Needs Grading ! out of 20 points Exempt

Grade based on Last Graded Attempt
 Due: None
 Calculated Grade

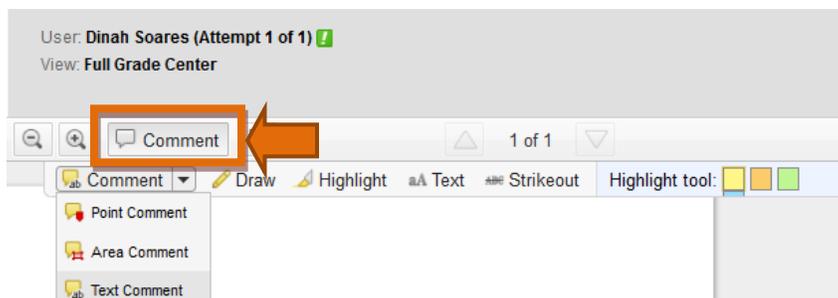
View Attempts

Attempts		Manual Override	Column Details	Grade History	
Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Sep 5, 2012 8:59:53 AM	Sep 5, 2012 8:59:53 AM (Needs Grading)	!			Grade Attempt

6. When you view an attempt, you can see the student's homework assignment within the Inline Viewer.
 - a. If the student submitted a Word (doc, docx), PowerPoint (ppt, pptx), Excel (xls,xlsx), or PDF (pdf) file, you can view the assignment and provide comments without leaving the Blackboard screen.
 - b. All other file types (such as media files) only provide an option to download.



7. To begin annotating a file, click **Comment** to display the annotation toolbar.



The tools available for annotation are:

- **Comment:** Insert a comment in the sidebar to the right. The three ways to comment are:

- **Point comment:** a pointer is inserted into the document and the comment is attached to that pointer:

Video Clip 4 Response

on. I thought the character could have championed the product
 employees believed in it. Because if employees don't believe in a

Karen Ludwig: Which character?

- **Area comment:** a red box is drawn around a particular area of the document, and the comment is attached to that area:

Video Clip 4 Response

on. I thought the character could have championed the product
 employees believed in it. Because if employees don't believe in a

Karen Ludwig: Which character?

- **Text comment:** you can highlight text and the comment is attached to the highlighted text:

Video Clip 4 Response

on. I thought the character could have championed the product
 employees believed in it. Because if employees don't believe in a

Karen Ludwig: Which character?

- **Draw:** free-form draw on the document in different colors.

Video Clip 4 Response

on. I thought the character could have championed the product
 employees believed in it. Because if employees don't believe in a

which?

- **Highlight:** highlight text in the document in different colors.

Video Clip 4 Response

on. I thought the character could have championed the product
 employees believed in it. Because if employees don't believe in a

- **Text:** insert text directly into the document.

Video Clip 4 Response

Specify which character

on. I thought the character could have championed the product
 ployees believed in it. Because if employees don't believe in a

Overall need to explain conclusions better

- **Strikeout:** Cross-out text in the document.

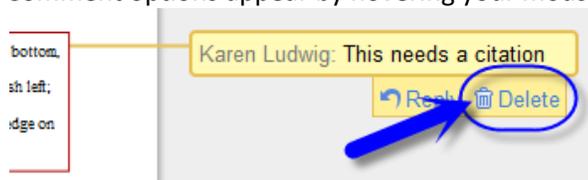
Video Clip 4 Response

state the name of the specific character here

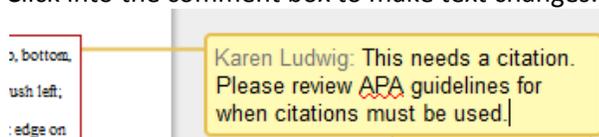
on. I thought ~~the character~~ could have championed the product
 ployees believed in it. Because if employees don't believe in a

8. Annotations and comments can be edited (or deleted) prior to submitting the assignment with the grade.

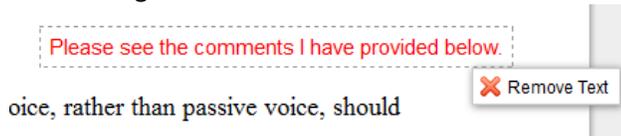
- Comment options appear by hovering your mouse over the comment:



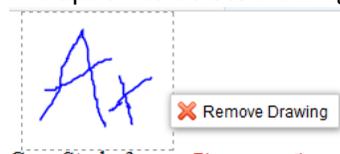
- Click into the comment box to make text changes:



- Comments placed as text can also be edited or deleted. Click into the text box to change the content. Right-click on a comment to delete it.



- The option to delete drawings and highlights appears by right-clicking on it.



- Furthermore, the **Reply** option is helpful when there are multiple instructors grading an assignment.



- Grade the assignment and enter in the grade. You can type in summative feedback to the student using the "Feedback to User" text editor box. Click **Submit** when you are done.

A screenshot of the "Assignment Details" page in a learning management system. The page shows the "GRADE" section with a text input field containing "/35". Below this is the "ATTEMPT" section with a date and time. The "SUBMISSION" section shows a file named "RockyAkers-Case Study2.docx" with a download icon. The "COMMENTS" section has a "Grader Feedback" text area. At the bottom, there are "Attach Feedback Files", "Save as Draft", and "Submit" buttons. Several callout boxes with orange arrows provide instructions:

- "Enter the grade here." points to the grade input field.
- "Click here to add grading notes" points to a plus icon next to the grade field.
- "Option to download the student's homework file as it was originally submitted." points to the download icon.
- "Provide comments and summative feedback here." points to the "Grader Feedback" text area.
- "Click the 'Attach Feedback Files' button to attach a file (such as a rubric) for the student to review." points to the "Attach Feedback Files" button.

10. Upon clicking **Submit** you are brought to the Grade Details screen. A green confirmation bar indicates the grade was successfully submitted. The grade also posts in the Full Grade Center.

Success: Grade submitted.

Grade Details

User **Dinah Soares (sample.student81)** < > Column **Video Clip 4 (Assignment)** < >

Current Grade: 18.00 out of 20 points **Exempt**
 Grade based on Last Graded Attempt
 Due: None
 Calculated Grade 18.00

View Attempts

Last Name	First Name	Video Clip 3	Video Clip 4	Video Clip 5	Video C
Akers	Rocky	20.00	18.00	18.00	--
Ball	Crystal	17.00	20.00	--	--
Barr	Candy	16.00	--	--	--
Cade	Barry	16.00	--	--	--
Hammer	Jack	!	--	--	--
Pond	Lilly	19.00	--	--	--
Soares	Dinah	!	18.00	--	--

Notes:

- Inline Assignment Grading is powered by Crocodoc (<http://www.crocodoc.com>). Crocodoc is a third-party, cloud-based conversion, display, and annotation service.
- Annotation sessions expire after an hour, so if you take longer than an hour to annotate a document, annotations made after that session expiration may not be saved. We recommend using the Save Draft option periodically when grading. Alternatively, download and annotate directly in the file (using Word) and then upload the completed file while when done.
- If an unsupported file type (such as an audio file) is submitted and inline grading is not possible, the option to download the file will appear:

