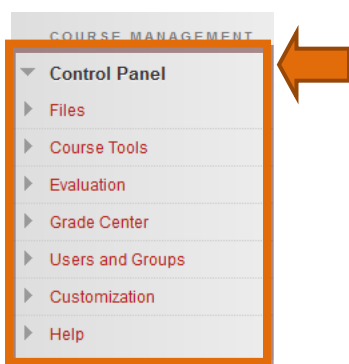


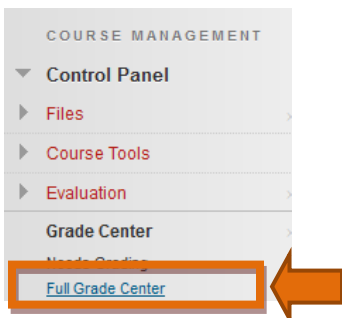
How to Grade a Student's Assignment When Multiple Attempts Are Present

Often times when grading, you'll have a situation where a student has submitted more than once for a particular assignment. This is typically the case when a student submits homework and then discovers he or she forgot to attach their homework file, and then re-submits. This can also happen if a student submitted a homework assignment and then you allowed another attempt (such as to improve a grade). Follow these steps to properly grade the student's submissions in such a way to ensure the grade book calculates correctly.

1. Locate the **Control Panel** in the lower left side of the screen. The **Control Panel** is located at the bottom left, below the course menu.




2. Click **Grade Center**, and then click on **Full Grade Center**.



3. In the Full Grade Center view, you can identify when multiple attempts are present. Hold your mouse over an item that needs grading until the option to "Click for more options" appears.

<input type="checkbox"/>	Last Name	First Name	Case Study 1	Case Study 2	Case Study 3	Original Product	V
<input type="checkbox"/>	Student	Test	--	--	--	--	--
<input type="checkbox"/>	Akers	Rocky	29.00	!	25.00	--	--
<input type="checkbox"/>	Pond	Lilly	--	--	--	--	--
<input type="checkbox"/>	Hammer	Jack	--	--	--	--	--
<input type="checkbox"/>	Vader	Ella	!	--	--	--	--

4. Click the  symbol. In this example we can see there are two attempts at submitting this assignment.

<input type="checkbox"/> Last Name	<input type="radio"/> First Name	<input type="radio"/> Case Study 1	<input type="radio"/> Case Study 2	<input type="radio"/> Case Study 3	<input type="radio"/> Original Product	<input type="radio"/> W
<input type="checkbox"/> Student	Test	--	--	--	--	--
<input type="checkbox"/> Akers	Rocky	29.00	!	25.00	--	--
<input type="checkbox"/> Pond	Lilly	--	--	--	--	--
<input type="checkbox"/> Hammer	Jack	--	--	--	--	--
<input type="checkbox"/> Vader	Ella	!	⌵	--	--	--
<input type="checkbox"/> Soares	Dinah	--		--	--	--
<input type="checkbox"/> Ball	Crystal	!		--	--	--
<input type="checkbox"/> Barr	Candy	!		--	--	--
<input type="checkbox"/> Cade	Barry	!		--	--	--

View Grade Details
Exempt Grade
Attempt 6/24/13 !
Attempt 6/24/13 !

Selected Rows: 0

5. Click **View Grade Details**.


<input type="checkbox"/> Vader	Ella	!	--	--	--	--
<input type="checkbox"/> Soares	Dinah	--		--	--	--
<input type="checkbox"/> Ball	Crystal	!		--	--	--
<input type="checkbox"/> Barr	Candy	!		--	--	--
<input type="checkbox"/> Cade	Barry	!		--	--	--

View Grade Details
Exempt Grade
Attempt 6/24/13 !
Attempt 6/24/13 !

Selected Rows: 0

6. Both attempts are listed along with the opportunity to view and grade them. *Please note* there can be more than 2 attempts listed if your grade book is set up to allow more than 2 attempts, or if you provided the student with more opportunities to re-submit an assignment.

Current Grade:

Needs Grading  out of 35 points

Exempt

Grade based on Last Graded Attempt

Due: None

Calculated Grade

View Attempts

Attempts

Manual Override

Column Details

Grade History

Delete

Last Attempt

Go

Date Created

Date Submitted (or Saved)

Value


Feedback to User

Grading Notes

Actions

Jun 24, 2013 10:38:37 AM

Jun 24, 2013 10:39:41 AM (Needs Grading)



Grade Attempt


Clear Attempt

Ignore Attempt

Edit Grade

Jun 24, 2013 9:51:24 AM

Jun 24, 2013 9:51:25 AM (Needs Grading)



Grade Attempt

Clear Attempt

Ignore Attempt

Edit Grade

7. Review and grade the most recent attempt. Grade the assignment and provide feedback as you normally would. Save the grade when you are done. ***This is the grade that will post to the grade book and count toward the student's overall grade.***

The screenshot shows the Blackboard 'Grade Assignment: Case Study 1' interface. At the top, the title 'Grade Assignment: Case Study 1' is displayed. Below it, a yellow banner contains 'Jump to...' and 'Hide User Names' links. The user information section shows 'User: Ella Vader (Attempt 2 of 2)' and 'View: Full Grade Center'. A toolbar with icons for search, zoom, comment, and download is visible. The main content area displays 'Case Study 1' by 'Ella Vader', an 'Undergraduate Student'. On the right, the 'Assignment Details' sidebar shows the 'GRADE' for the 'Last Graded Attempt' as '/35'. Below this, 'ATTEMPT 2' is highlighted with an orange box, showing a date of '6/24/13 10:39 AM' and a score of '/35'. The 'SUBMISSION' section shows a file named 'EllaVader-Case Study1.docx'. The 'COMMENTS' section shows a comment from 'Ella Vader' dated '6/24/13 10:39 AM' stating 'Forgot to attach it the first time - thanks!'.

8. Ensure all previous attempts have a grade. *All previous attempts must be graded in order for the grade book to calculate properly!* Ungraded attempts can cause an issue with the “Total” column where it will not update. Furthermore, skipping this step prevents the actual grade from posting.
- If you allowed a student another attempt to resubmit (such as to raise the grade on the assignment) this might already be done. For example, if the student scored a “10” out of 50 points, the previous submission (and grade book) should reflect that.
 - If a previous attempt made by the student was blank – such as if the student forgot to attach a paper – provide a grade of “0”.
 - Never delete old attempts!* All attempts need to remain in Blackboard for record-keeping purposes.