Grading Assignments in Blackboard

On the Grade Assignment page, you can annotate student submissions with the inline viewer, assign a grade, provide feedback, and make grading notes for yourself.
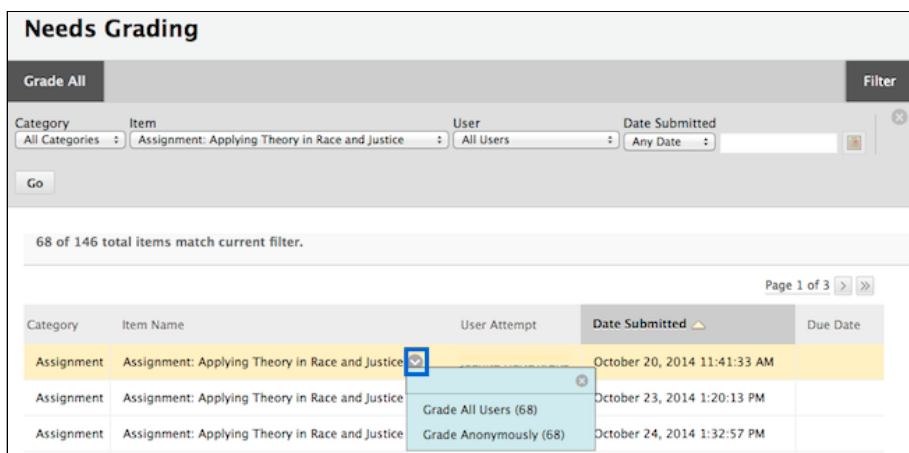
Topics

Access the Grade Assignment Page

There are two options to access the Grade Assignment page:

- in Needs Grading
- in the Grade Center

To access the Grade Assignment page from Needs Grading, perform the following steps:

1. Navigate to the Control Panel.
2. Go to Grade Center.
3. Go to Needs Grading, as shown below:

To access the Grade Assignment page in the Grade Center, perform the following steps:

1. Navigate to the Control Panel.
2. Go to Grade Center.
3. Go to Full Grade Center.
4. Click on the gray contextual menu icon.
5. Click on the attempt date you wish to grade, as shown below:
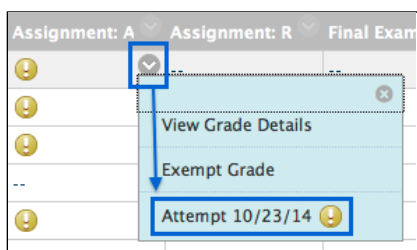
Note: If the student has submitted multiple attempts, more than one attempt will be available for grading. Click on the attempt you want to grade, as shown below:
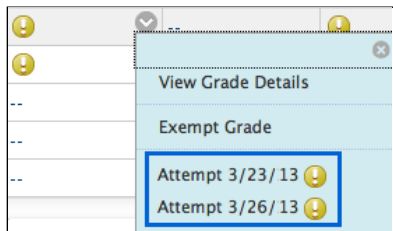
Overview of the Grade Assignment Page

- **A -** View Instructions: Expand the assignment instructions.
- **B -** Add Comment or Annotation: From the inline viewer toolbar, click the Comment function and the annotation tools expand. You can comment, highlight, draw, strikeout, and zoom in and out. To remove a comment, point to the yellow comment and select Delete. To remove any other type of annotation, right-click the annotation. Use the arrow keys to view other pages in a student's file. You can also download a copy of the file after you annotate it.
- Annotation sessions expire after one hour. You will receive a warning message. After the time limit, annotations may not be saved.
- **C -** View Assignment: Submitted files open within the grading screen. Supported document types that are viewable in the grading screen are Word (.doc, .docx), PowerPoint (.ppt, .pptx), Excel (.xls, .xlsx), and PDF. Original formatting and embedded images are preserved. If a student has uploaded an unsupported file, you are prompted to download it. Assignment submissions created with the content editor are not compatible with inline grading. Submissions of this type show in the window, but annotation is not available.
- **D -** Add, Remove, or Reply To Comments: Add comments wherever needed. Point to the yellow comment and the Reply and Delete options appear.
- **E -** View Grading Details: In the grading sidebar, grade the submission, view the assignment details, the grading rubric, and each attempt. After you assign a grade, return to this screen to review the grade and comments. Click the pencil icon to override the grade.
- **F -** Provide Feedback: Type feedback for the student.
- **G -** Edit Your Content: Open the content editor to format your comments, attach a file, and check your spelling.
- **H -** Add Private Notes: Add notes and files that only you can see. For example, keep track of students' progress during the revision process and refer to your notes when assigning the final grade.
- **I -** Download the assignment: Download the file that was submitted by the student.

Note: the inline comment tool only works with Microsoft Word and PowerPoint documents. Image files (.png and .jpg) and PDF documents must be downloaded to view.
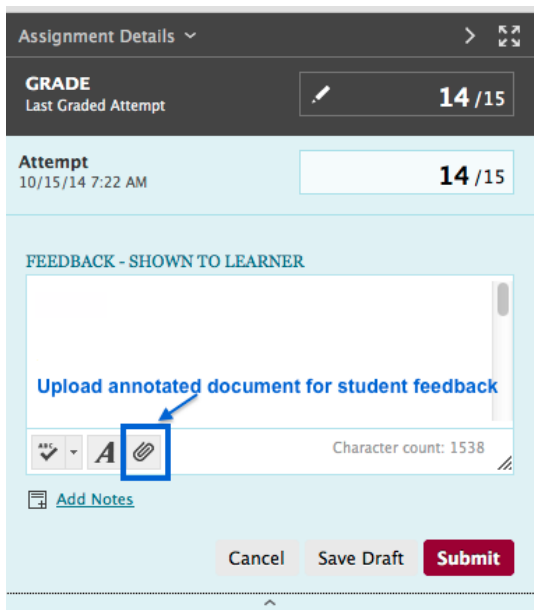
Use the Grade Assignment Page

To use the Grade Assignment page, perform the following steps:

1. On the Grade Assignment page, click the small arrow under the attempt section to expand the feedback and grading notes area, as shown below:
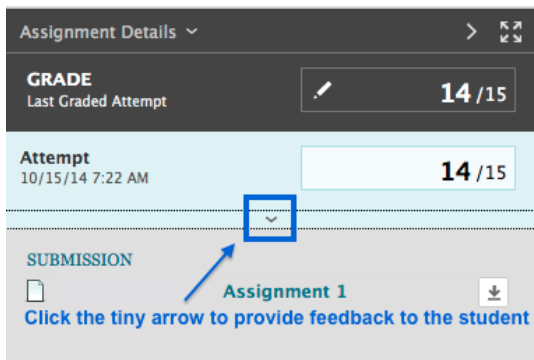
2. From the expanded Assignment Details view, you can provide feedback and attach a document for the student, as shown below:
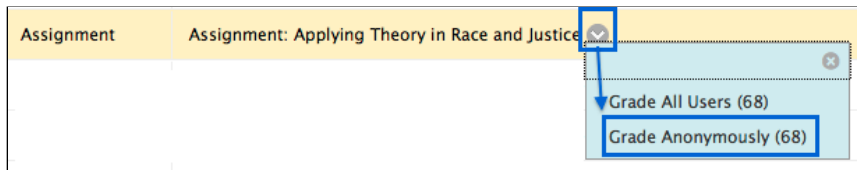
Grade Anonymously

You can grade assignments anonymously to ensure impartial evaluation of student work. For example, if they know you are grading anonymously, students may feel a higher level of comfort when expressing themselves in an opinion-based assignment. In anonymous grading, all identifying information is hidden and attempts appear in random order. Each student is assigned a number, such as Student 8.

To grade anonymously from the Needs Grading page, perform the following steps:
1. Navigate to the Control Panel.
2. Go to Grade Center.
3. Go to Needs Grading.
4. Click on the contextual menu.
5. Go to Grade Anonymously, as shown below:

To grade anonymously from the Grade Center, perform the following steps:

1. Navigate to the Control Panel.
2. Go to Grade Center.
3. Go to Full Grade Center.
4. Click the grade column contextual menu.
5. Go to Grade Anonymously, as shown below:
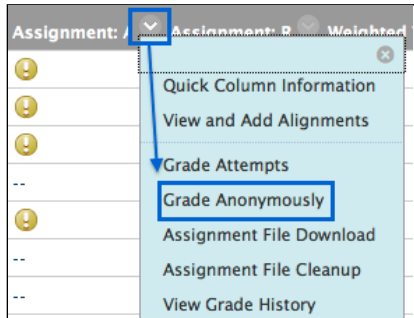
To grade anonymously if you are already in the Grade Assignment page, perform the following steps:

1. On the action bar, click Hide User Names, as shown below:
2. Click OK in the pop-up window to verify the action.

   Note: If grading was in progress, any unsaved changes to the open attempt are lost. The Grade Assignment page refreshes and all identifying information is hidden.
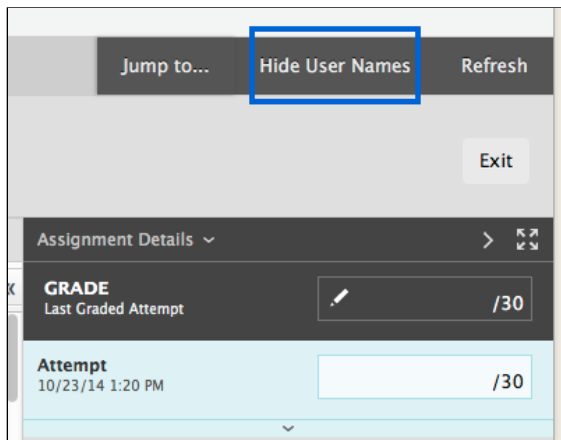
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Allow Additional Attempts

If a student has submitted the maximum number of attempts for an assignment, you can allow an additional attempt by performing the following steps:

1. In the Grade Center, locate the cell for a student's assignment containing an exclamation mark.
2. Click the small gray contextual menu.
3. Click View Grade Details.
4. On the Grade Details page, click Allow Additional Attempt and confirm, as shown below:

The Allow Additional Attempt function only appears if a student has already submitted the maximum number of attempts allowed for that assignment. You can continue to offer opportunities to resubmit attempts each time a student reaches that maximum number. You do not have to grade previous attempts to allow a student to submit again.

Alternatively, click Ignore Attempt to ignore the attempt's score in grade calculations and not count it against the maximum number of attempts.

Grade Multiple Attempts

If you allowed multiple attempts for an assignment, and a student has submitted all attempts, they appear in the grade cell's contextual menu. On the Grade Assignment page, you can see how many attempts users have submitted next to their names on the action bar. Click Attempts to view other attempts. After selecting an attempt, type a grade, provide any feedback and submit. If one of the multiple attempts is ungraded, the exclamation mark remains in the cell along with the last graded attempt. The last attempt's grade appears in the cell by default. The last attempt's grade also appears on the Grade Assignment page.

To grade multiple attempts, perform the following steps:

1. To change the displayed grade to the first attempt, highest grade, lowest grade, or an average of attempts, access the Grade Center column's contextual menu, click Edit Column Information, as shown below:

2. Select the attempt to score from the Score attempts using drop-down list, as shown below:

This will adjust the displayed grade for all students.