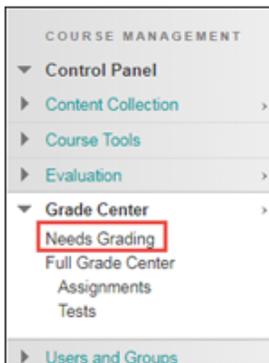


Grading Assignments

Access the Grade Assignment page

Without leaving the Grade Assignment page, you can view, comment on, and grade student-submitted assignment files. You can access the Grade Assignment screen in several ways:

(A) Go to Grade Center/ Needs Grading, then click Grade All or click an attempt by a particular student.



Needs Grading

Instructors can view attempts ready for grading or review on the Needs Grading page. They can begin grading and reviewing immediately, or sort columns or apply filters to the data.

Grade All

Category	Item	User	Date Submitted
All Categories ▾	All Items ▾	All Users ▾	Any Date ▾ <input style="width: 100px;" type="text"/>
<i>Enter dates as mm/dd/yyyy</i>			
<input type="checkbox"/> Show attempts that don't contribute to user's grade			

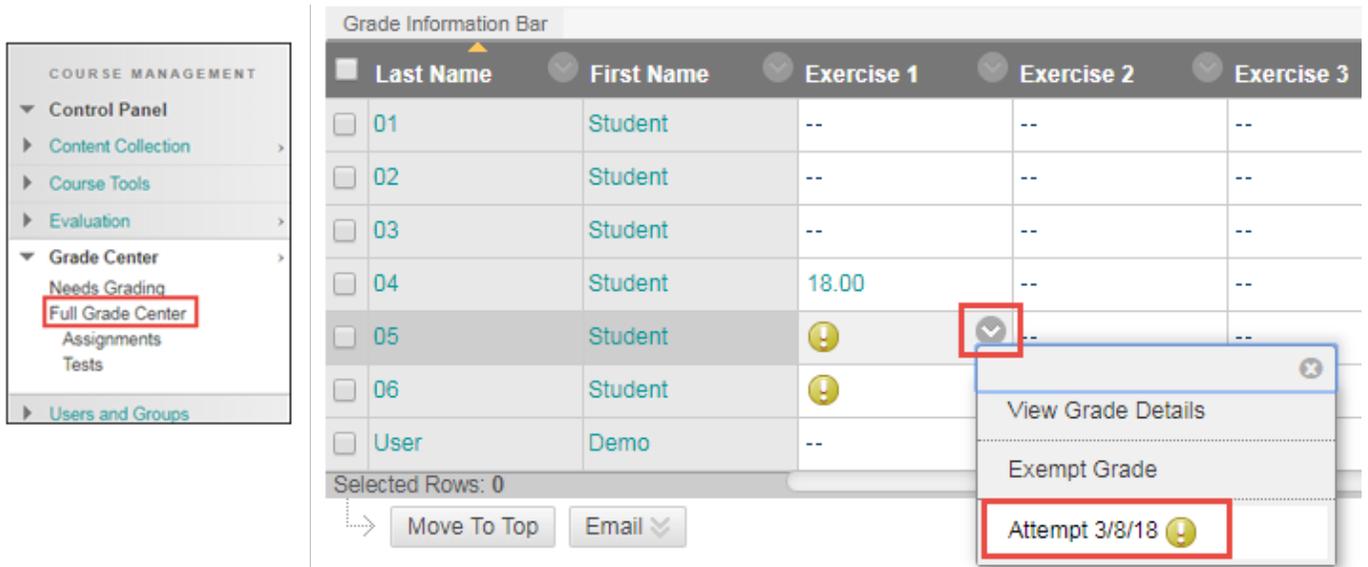
3 total items to grade.

Category	Item Name	User Attempt	Date Submitted ▲
Assignment	Exercise 1 →	Student 04	March 8, 2018 12:10
Assignment	Exercise 1 →	Student 06	March 8, 2018 12:10

(B) Go to Control Panel/ Grade Center/ Full Grade Center.

If you have lots of grade book columns, use the filtered view: Grade Center/ Assignments. Individual items that require manual grading are marked with an exclamation point.

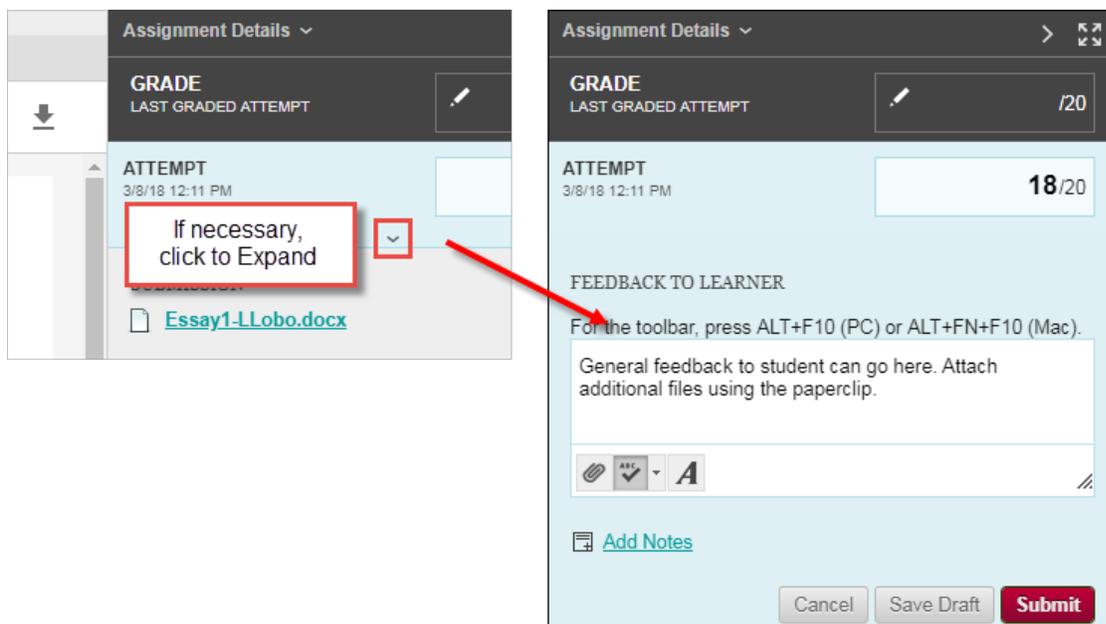
In the desired cell, mouse over the right side to reveal a drop-down menu.
Click the Attempt you wish to grade.



The screenshot shows the 'Grade Information Bar' with columns for 'Last Name', 'First Name', 'Exercise 1', 'Exercise 2', and 'Exercise 3'. A table lists students 01 through 06 and a 'User' named 'Demo'. Student 05 has a grade of 18.00 and a warning icon. A dropdown menu is open over the 'Attempt 3/8/18' cell, with options: 'View Grade Details', 'Exempt Grade', and 'Attempt 3/8/18' (highlighted with a red box). On the left, a sidebar menu shows 'Full Grade Center' selected.

(C) Use the Menu in the Column Header
Go to Control Panel/ Grade Center/ Full Grade Center. Find the column for the Assignment.
Mouse over the right side of the column header until you see the drop-down menu. Click Grade Attempts.

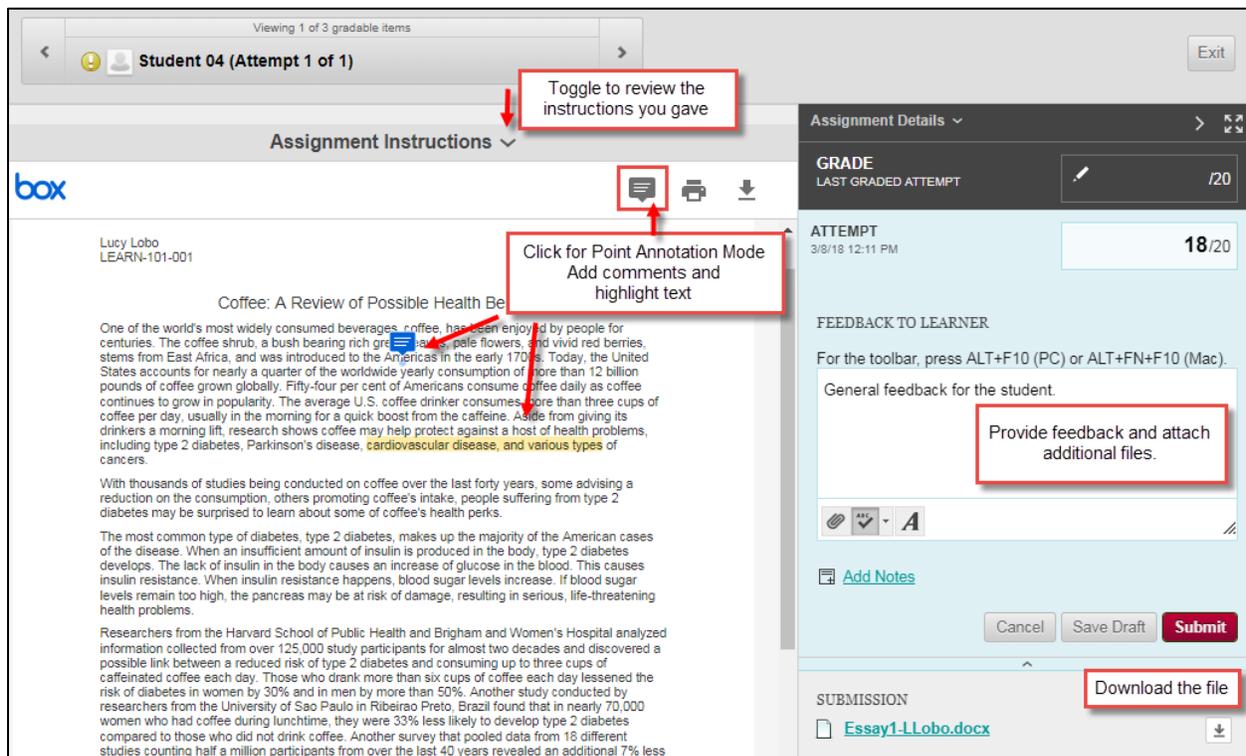
Enter Grades and Provide Feedback – the Right Panel



The left screenshot shows the 'Assignment Details' panel with a 'GRADE' field and an 'ATTEMPT' section. A red box highlights a dropdown arrow with the text 'If necessary, click to Expand'. A red arrow points from this box to the right screenshot. The right screenshot shows the expanded 'FEEDBACK TO LEARNER' section with a text input field containing 'General feedback to student can go here. Attach additional files using the paperclip.' and a 'Submit' button.

In this panel, from top to bottom, you can:

- **Override a grade** – In the gray Grade area, click the pencil
- **Enter a Grade for an Attempt**
- **Grade using a Rubric** (not pictured; if you are using one, it is listed here) – See Blackboard Help – [Grade with Rubrics](#)
- **View SafeAssign Originality Reports** (if this option has been selected) – See Blackboard Help– [Grade With SafeAssign](#)
- **Give Feedback** and attach **Additional files**
- **Add Notes** (Not visible to students) For Instructor, TA and Grader use
- **Save Draft** – Use this if you need to leave the screen so you do not lose your work
- **Submit**
- **Download the File** – Click the icon to save a copy of the student’s file to your computer



Inline Grading Tool – New Box View

Using the file preview panel on the Grade Assignment screen, you can annotate student files directly in your browser using a third-party, cloud-based service provided by Blackboard.



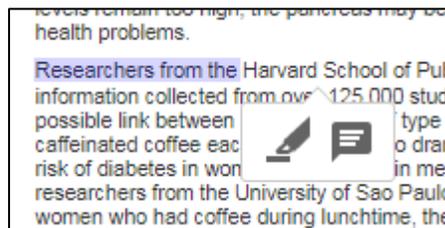
To Add Comments – Click the Point annotation mode icon at the top of the panel. Click in a desired spot.

Add a comment. Click Post.



To Highlight and Add Comments

If you want to start with a highlight comment first, you may need to click the point annotation icon twice. The large plus sign will become a selection bar. Click and drag to select the desired text. You can simply leave it highlighted by selecting the highlighter icon, or choose to add a comment by clicking the comment box icon. Click Post when finished.



To Delete Comments

To delete a comment, mouse over it to reveal the comment. Click the trash icon.

Annotation sessions expire after one hour.

You will receive a warning message. After the time limit, annotations may not be saved. Need more time? Click Save Draft to save your work and continue later. Your text and files are saved on the page. When you return, you can resume working.

Best Practice – Be sure students see your comments by telling them to mouse over any highlighted text and any spot with a blue point comment icon.

For More On the Inline Grading Tool:

https://help.blackboard.com/Learn/Instructor/Assignments/Grade_Assignments/Assignment_Inline_Grading#assignment-inline-grading-workflow-with-new-box-view

Related Topics:

- [More about the Needs Grading Screen](#)
- [Grade with a Rubric](#)
- [Clear an attempt](#)
- [Grant an additional attempt](#)
- [Override a Grade](#)
- [Download All Assignments as a Zip File](#)