

Retrieving and Grading Assignments in Blackboard

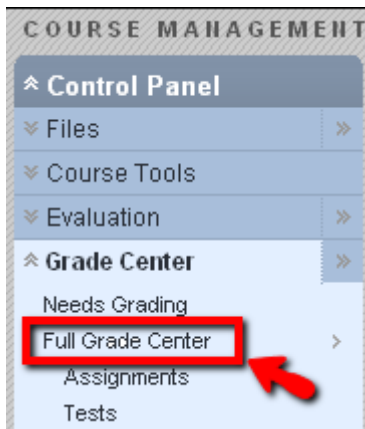
Overview

When you use the assignment manager to create a Blackboard assignment, Blackboard automatically creates a link that students use to submit their assignments and a new column for the assignment in the **Grade Center**. You can tell at a glance when a student has submitted an assignment – you will see an exclamation point symbol next to their name in the **Grade Center** column for the assignment. To view student submissions, you will need to download the attached files to your computer and open them with an appropriate application (e.g., Word documents can be opened with Microsoft Word). Blackboard gives you the option of downloading individual assignments or downloading multiple assignments at once.

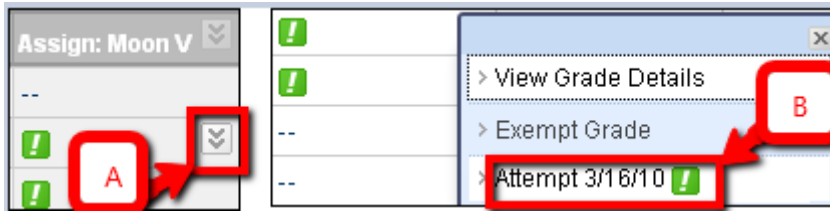
Accessing assignments

To access a single assignment attempt:

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

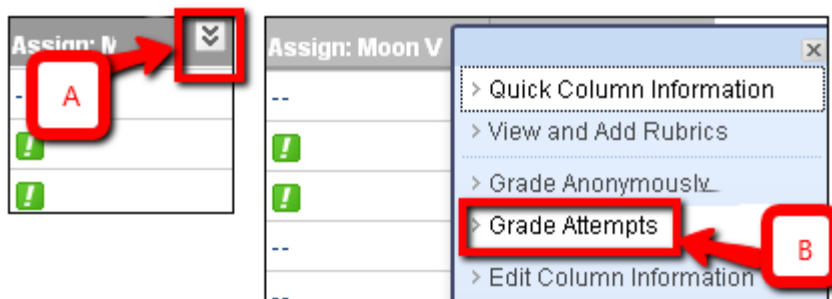


2. In the **Grade Center**, locate the cell for the student's assignment containing an exclamation mark. Move the mouse pointer over the cell to see the double arrow (A). Click the double arrow to access the contextual menu. **View Grade Details** will display details and allow you to see attempts. Another way to see attempts is by selecting **Attempt** (B).




To access all submissions for an assignment:

1. In the assignment's column header, click the double arrow (A) to access the contextual menu and select **Grade Attempts** (B).



About the Grade Assignment Page

On the **Grade Assignment** page, you can navigate among users and attempts, view rubrics, grade anonymously, and view information about an assignment.



Grade Assignment: Chapter 2 Assignment

A
Jump to...
View Rubric
Hide User Names

View: **Full Grade Center** 2 Total

User: **Mina Akbar (Attempt 1 of 1)** Status: ! **Needs Grading** Item: 1 of 2

B
Assignment Information

Name	Chapter 2 Assignment
Instructions	In a 5 minute paper, explain how the composition of our planet has changed over time, and whether or not the existence of an ocean was essential to the origin of life. Since you only have a short period of time, feel free to use bullets and hit the main points.
Due Date	
Submitted Date	Wednesday, September 24, 2010 5:03:21 PM EDT
Status:	Needs Grading

(A) On the toolbar, the following actions can be performed:

- Click **Hide User Names** to grade attempts anonymously, if needed. Click **Show User Names** to display user information.
- Click **View Rubrics** to view the rubrics that are associated with an assignment's column in the Grade Center.
- Click **Jump to** and select another attempt to view or grade.

(B) Expand the **Assignment Information** link to view the following information:

- Instructions
- Due Date
- Submitted Date
- Status: Needs Grading, In Progress, Completed

If an assignment is In Progress, the student must submit the assignment so it can be graded.

Reviewing and Grading Assignments

When reviewing assignment submissions, you can provide a grade and feedback. You also have the option of returning the submission to the student with comments only, so the assignment can be refined further and then resubmitted for a grade.

Grading assignments

1. On the **Grade Assignment** page, view the submission text, attached files, and comments made by the student. Step 1 will tell you the number of students' attempts. Step 2 will tell you their submission and comment.

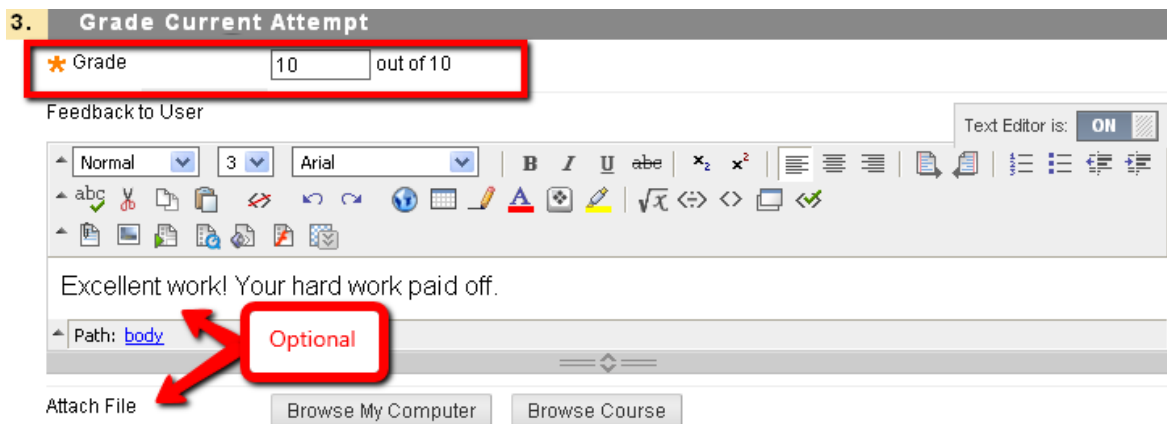
1. Submission History

Attempt #1 (You are reviewing this attempt)

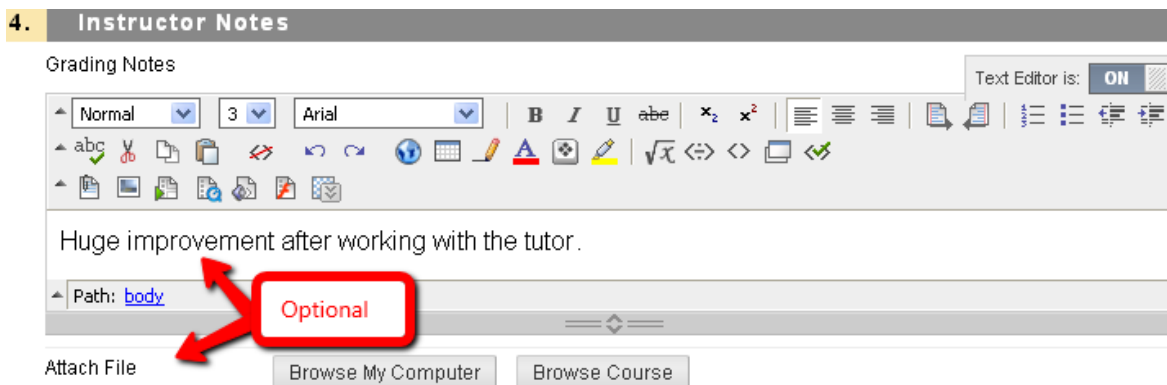
2. Review Current Attempt

Submission	The following are reasons why....
Comments	

2. For step 3, type a **Grade** for the assignment. Optionally, type comments in the **Feedback to User** box and attach a file for the student to review.



3. Step 4 gives you the option to type comments in the **Grading Notes** box and attach files that only you can access.

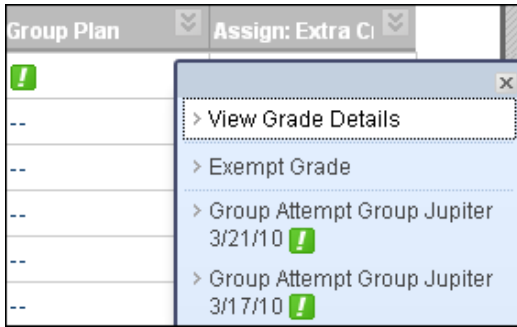


4. Step 5 gives you the following options:

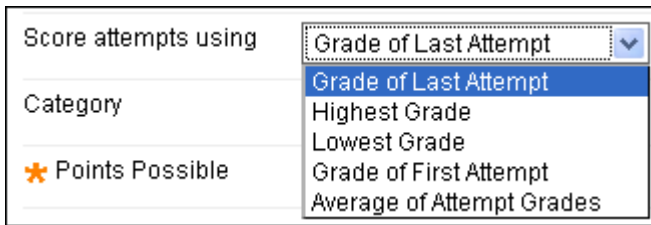
- (A) Click **Save and Exit** to return to the **Full Grade Center**, the **Needs Grading** page, or the **Grade Details** page.
- (B) Click **Save and Next** to grade the next assignment, when available.
- (C) Click **View Previous** to view the previous assignment, when available.
- (D) Click **Save as Draft** to return an assignment attempt without a grade with comments only. The assignment remains ungraded and an exclamation mark appears in **My Grades** and in the Grade Center. Students access your comments through **My Grades** and can resubmit by accessing the assignment. If you type a score, **Save as Draft** prevents the score from appearing in the Grade Center and **My Grades** and the score is not saved.



NOTE: If multiple attempts for an assignment have been allowed and submitted, a grade may not be released until all of the attempts have been graded. All attempts appear in the contextual menu for the grade's cell. After selecting an attempt, type a grade and feedback. Click **Save and Next** or **View Previous** to navigate between attempts. The last attempt's grade appears in the cell by default. If the last of the multiple attempts is ungraded, the exclamation mark remains in the cell.



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, select **Edit Column Information**, and select the attempt to score from the **Score Attempts using** drop-down list.



Created by Hunter College – ICIT Department