


Grading Assignments in Blackboard

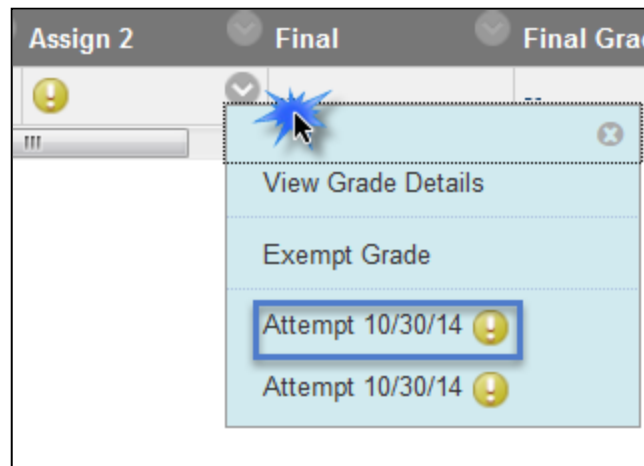
When an assignment is created, a column is added automatically to the Grade Center. Assignments that need grading can be accessed from the [Needs Grading](#) page the [Assignments](#) page or from the [Full Grade Center](#) under the [Control Panel](#).

▼ **Grade Center**
Needs Grading
Full Grade Center
[Assignments](#)
Tests

An assignment that has been submitted, but not graded, is indicated with an exclamation mark—the [Needs Grading](#) icon. 

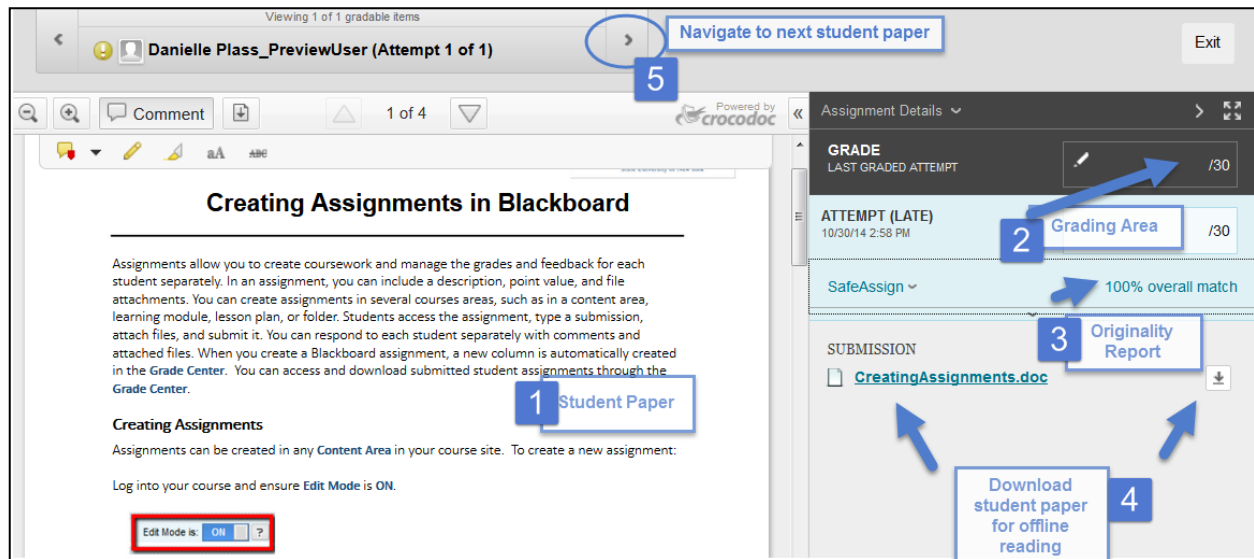
To grade an attempt:

Locate the cell for a student's assignment containing an exclamation mark. Access the cell's [Action Link](#) and select [Attempt](#). The [Grade Assignment](#) page appears. (The attempts will be dated)



The [Grade Assignment](#) page appears. From here, you can do the following:

1. View the student paper
2. Enter a grade (column is already creating in the Grade Center)
3. View the Safe Assign Originality report
4. Download the paper for offline reading
5. Navigate to the next student paper

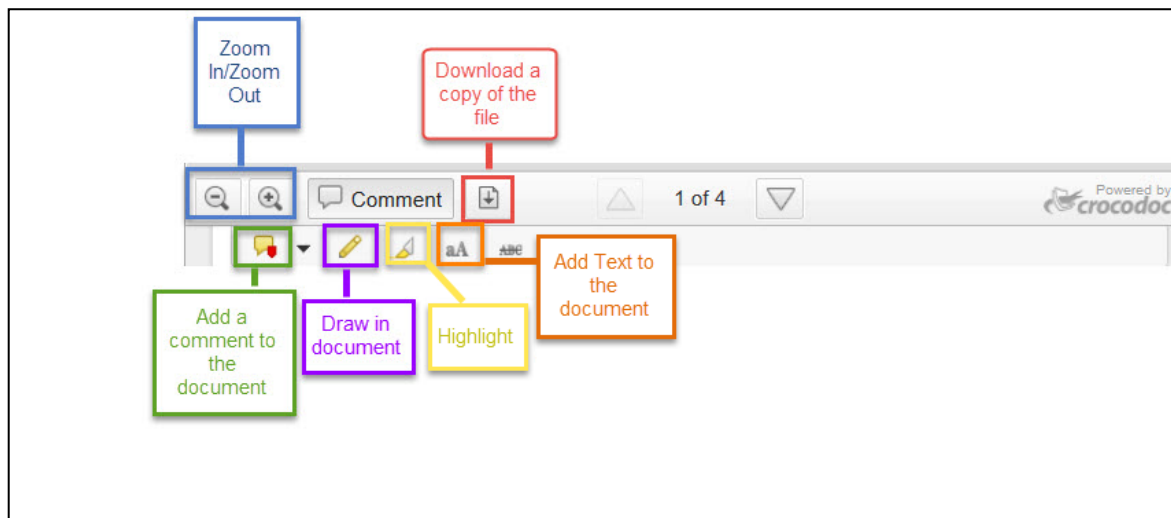


Inline Grading For Assignments

You can view, comment, and grade student-submitted assignment files without leaving the [Grade Assignment](#) page. When you view a document submitted in an assignment, that document is converted to a format that is viewable inside the web browser. Supported document types that can be converted are Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), and PDF (PDF). The converted document is displayed in a viewer on the Grade Assignment page. Formatting and embedded images of the original document are preserved in the conversion.

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.

1. At the top of the student paper, you will see the Inline Grading Tool bar



The grade you enter in the [Grade Assignment](#) area will automatically populate in the [Grade Center](#).

Please Note: If you want your student to have the ability to view their grades, you must add a [My Grades](#) Course Tool Link to your [Course Menu](#). (Please refer to the [Course Menu and Home Page](#) document if you need a refresher.)

Student View: Students are able to view their grade and your comments and feedback by going to the My Grades area and clicking on the name of their assignment

Student View

My Grades

All Graded Upcoming Submitted

ITEM

Weighted Total
[View Description](#) [Grading Criteria](#)

Total
[View Description](#) [Grading Criteria](#)

Midterm

[Assign 2](#)
DUE NOV 7, 2013
Assignment
[View Rubric](#)

Review Submission History: Assign 2

1 of 4

Assignment Details

GRADE	30.00 (0)
ATTEMPT (LATE)	30.00 (0)
SafeAssign	100% overall match
SUBMISSION	<input type="checkbox"/> CreatingAssignments.doc

Save As Artifact OK