

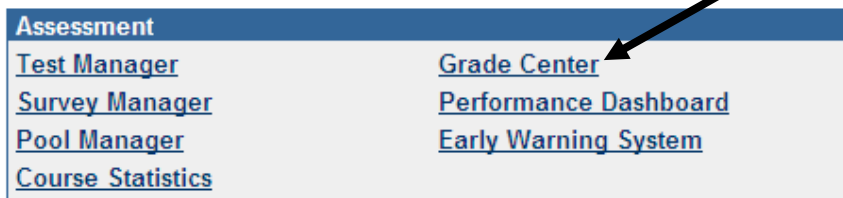
Viewing and Grading Assignments

The assignments feature streamlines the submission and grading of student files. Instructors can create coursework and then manage the grades and feedback for each student separately. After an assignment is created, students can access the assignment, complete it in a separate file, and send it back to the Instructor. The Instructor responds to each student separately, grading their assignment, providing comments on their individual assignment and attaching files, if necessary.

Viewing/Grading Assignments

These instructions assume you have created an assignment, the students have submitted their assignments and the assignments are ready for you to view and/or grade. If you have not created the assignment, you should follow the instructions for creating assignments. Students should follow the instructions for submitting assignments. The procedures for downloading student assignment submissions to view offline begin on page 4 of this document.

1. To view/grade an assignment you should get into the Control Panel and select Grade Center from the Assessment area.



2. Once the Grade Center loads, locate the assignment column. The icons you will probably see in the assignment column are:

-	Indicates the student has not saved or submitted the assignment
!	Indicates the student has submitted the assignment and it is ready for grading
📝	Indicates the assignment is in progress (saved, but not yet submitted)
!	Indicates there is some type of error


3. Move your mouse to the cell for the student's assignment you want to view/grade. On the right side of the cell you should see a down arrow. Point to this arrow and select **Grade Details** from the drop-down menu.



4. You should see the Grade Details screen for the student. Click on the **View Attempt** button to see the student's assignment attempt.

Attempts					
Creation Date	Last Submitted/Modified Date	Value	Feedback to User	Grading Notes	Actions
Sep 29, 2008 4:05:27 PM (Needs Grading)	Sep 29, 2008 4:05:27 PM	1			View Attempt Modify Attempt


5. You should see the Grade Assignment page. Section 1 contains all the assignment information you created. Section 2 contains the comments from the student as well as any files that the student attached.

 **Grade Assignment: Assignment 11**

1 Assignment Information

Name Assignment 11


Instructions Choose a topic from one of the four included in the attached file and write a five page essay for it. The essay is due on April 15th.

File To Attach  Assignment 11 Topics ([Assignment_11_Topics.pdf](#))

Clear Attempt Click this button to clear this attempt. [Clear Attempt](#)

2 User's Work

User's Comments My essay for assignment 11 is attached.

User's Files  [Jane_Doe_Assignment_11.docx](#)

Student's work is here. Click on the hyperlink to open or save the file.

Note: When you click on the hyperlink for the attached file, the file will either open or you will be prompted to save the file. What happens when you click on the link depends on the type of file that was submitted, the browser you are using, and the software you have installed. If you want to save the file, you should point to the link for the file press the right mouse button and select 'Save Target As.' If you are using a Mac, hold down the control key and click on the link for the file to bring up the short cut menu and then select 'Save Link As'.

6. You will enter the student's grade and your comments in Section 3. Attach any files you want to give the student by clicking the Browse button and navigating to find the file on your computer. You should see the files you attached in the currently attached files section.

3 Feedback to User

Grade: out of 100.0

Comments: Attached is your essay, which includes my feedback as comments inside the document.

Attach local file:

Currently Attached Files: [Jane_Doe_Assignment_11_with_feedback.docx](#)

7. Instructor Notes are entered in Section 4. You can attach files in the instructor notes section. The notes and attached files cannot be viewed by the students.

4 Instructor Notes

Notes:

Attach local file:

Currently Attached Files:

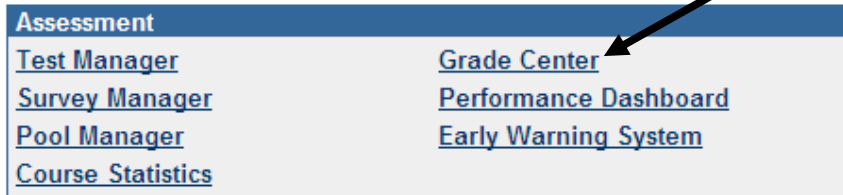
5 Submit
Click **Submit** to finish. Click **Cancel** to quit.

8. Click **Submit** when you are done.

Downloading Assignments All at Once

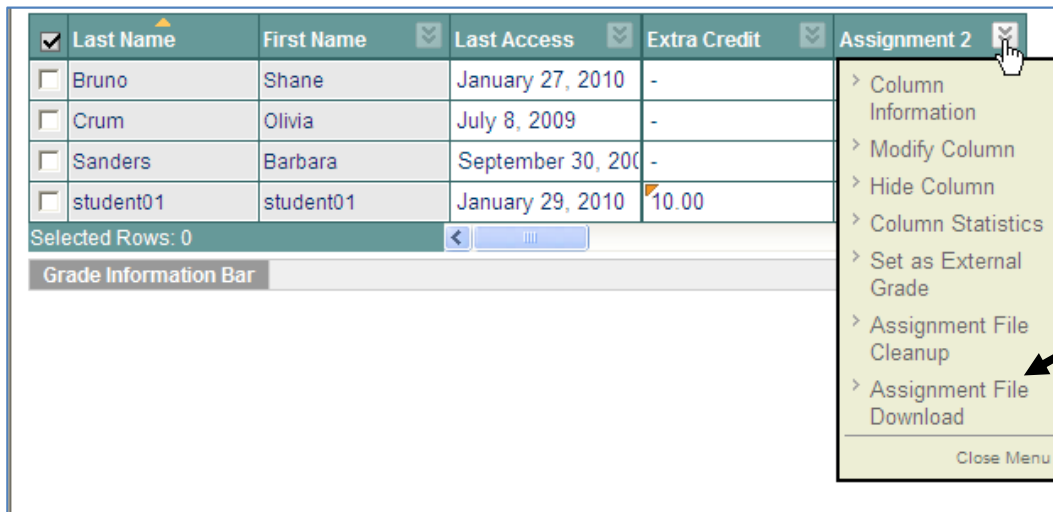
Although you can view and grade each student's submitted assignment individually using the procedure above, you can as an alternative download all the submitted assignments at one time. This enables you to view the assignment submissions offline.

1. To download all the assignments at one time, you should get into the Control Panel and select Grade Center from the Assessment area.



Assessment	
Test Manager	Grade Center
Survey Manager	Performance Dashboard
Pool Manager	Early Warning System
Course Statistics	

2. Inside the Grade Center, locate the assignment column. When you move your mouse to the right side of the column heading you should see a down arrow, click on the down arrows and select **Assignment File Download** from the drop down menu.



<input checked="" type="checkbox"/>	Last Name	First Name	Last Access	Extra Credit	Assignment 2
<input type="checkbox"/>	Bruno	Shane	January 27, 2010	-	
<input type="checkbox"/>	Crum	Olivia	July 8, 2009	-	
<input type="checkbox"/>	Sanders	Barbara	September 30, 200	-	
<input type="checkbox"/>	student01	student01	January 29, 2010	10.00	

Selected Rows: 0

Grade Information Bar

- > Column Information
- > Modify Column
- > Hide Column
- > Column Statistics
- > Set as External Grade
- > Assignment File Cleanup
- > Assignment File Download

Close Menu

- On the download assignment page, you can choose to select all students with submitted assignments, select only the students with ungraded assignments, or unselect all. To select all the students with submitted assignments, click the **Select All** link. All the students who submitted assignments should now have a checkmark in the select all column. Click on **Submit**.

Download Assignment: Assignment 2

1 Select Students

[Select All](#) | [Select Ungraded](#) | [Unselect All](#)

	Name	Date	Grade
<input checked="" type="checkbox"/>	student01, student01	Friday, January 29, 2010 1:03:30 PM CST	Needs Grading
	Crum, Olivia		Not Available
<input checked="" type="checkbox"/>	Sanders, Barbara	Wednesday, September 30, 2009 11:27:53 AM CDT	Needs Grading
	Bruno, Shane		Not Available

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

- You should see a screen indicating the assignments have been packaged, with a link to download the assignments now. The assignments are packaged into a zip file. You should click on the link to download the assignments. In the file download window you should click on the Save button and navigate to where you want to save the zip file. Once you have saved the download file, you should click on OK to exit the download assignment window. You will be returned back to the Grade Center.

Download Assignment: Assignment 2

The assignments have been packaged. [Download assignments now \(173 KB\)](#)

Friday, January 29, 2010 1:45:00 PM CST

File Download

Do you want to open or save this file?

Name: !41737369676e6d656e742032.zip
Type: WinZip File, 169KB
From: blackboard.xula.edu

Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

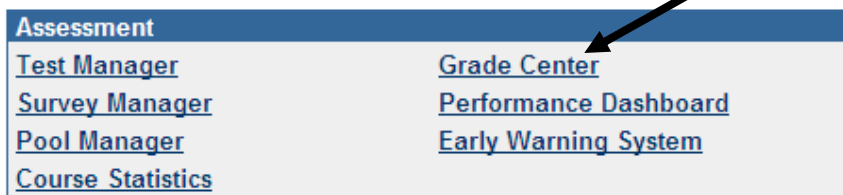
- Navigate to where you saved the zip file on your computer and open the zip file to view the students' individual assignment files. The assignment file names automatically include the name of the assignment and the user name of the Student who submitted the file. For example, a file submitted by Jasmine Dorsey (user name 'jdorsey') for Assignment 1 would be saved with the prefix Assignment_1_jdorsey.

Student's comments for the assignment will have the same file naming convention and will be saved in a separate text file within the zip file.

NOTE: Once the downloaded files are saved to your computer, you can remove the files from the Grade Center by selecting "Assignment File Cleanup" from the column heading's drop-down menu. An option to remove all student files or an individual student's files is available. It is best to make sure you are able to open all the submitted assignments before performing this action.

After you have reviewed the student assignments offline, you will have to return to the Grade Center to enter the students' grades. The grades and comments for each student have to be entered individually. The procedures that follow show you how to enter grades and comments for the assignments that you have downloaded and reviewed outside of Blackboard.

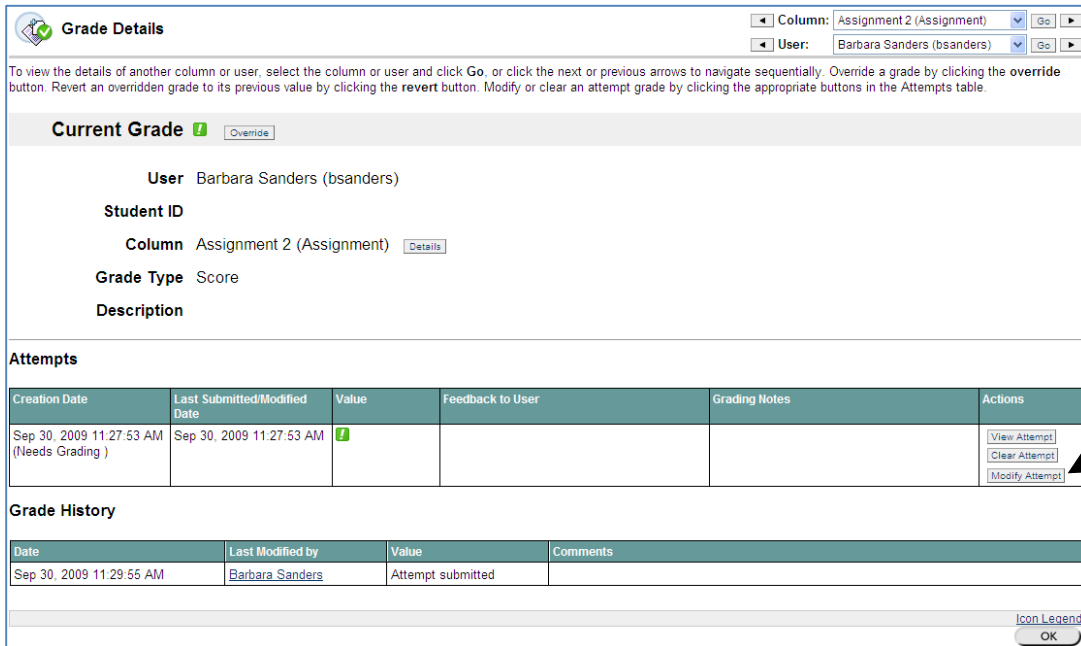
- In the Control Panel, select Grade Center from the Assessment area.



- Move your mouse to the cell for the student's assignment you would like to grade. On the right side of the cell you should see a down arrow. Point to this arrow and select **Grade Details** from the drop-down menu.

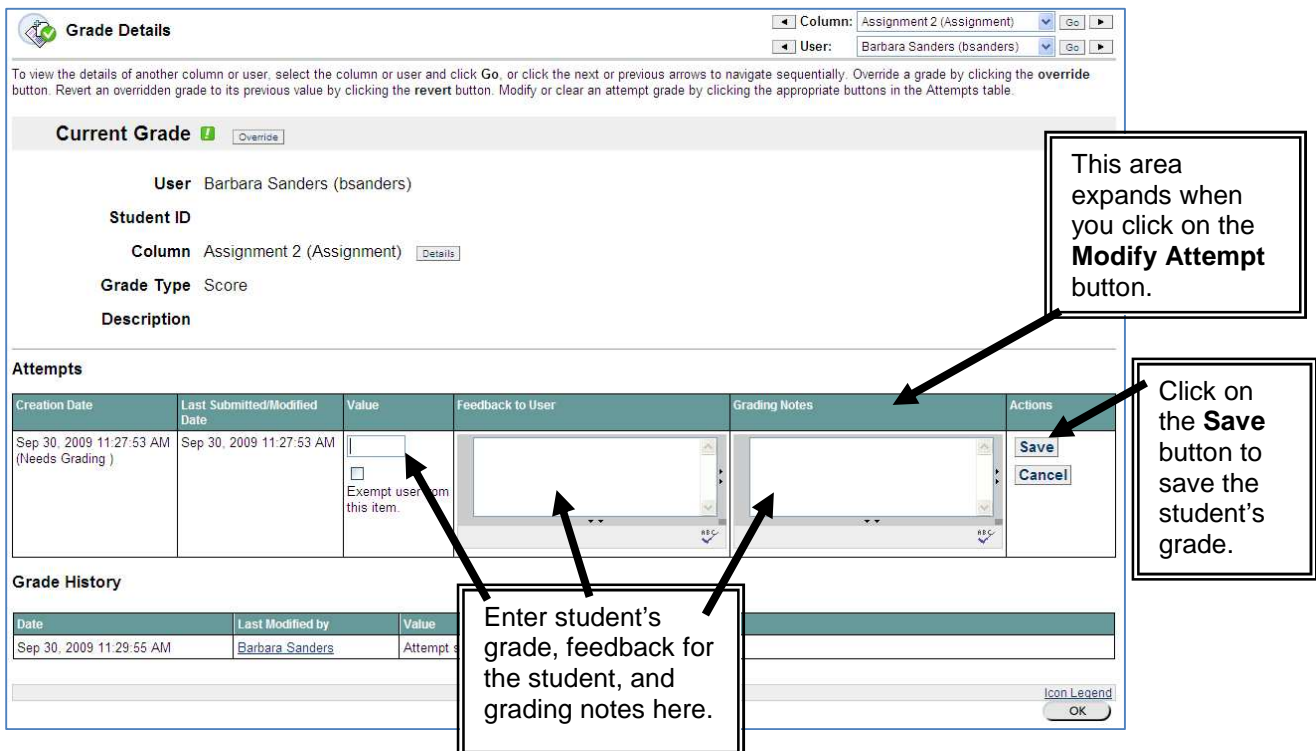


8. You should see the Grade Details screen. Click on the **Modify Attempt** button.

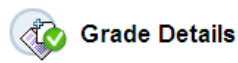


NOTE: You will not be able to attach files using the Modify Attempt view. Instead use View Attempt if you want to attach files as a part of your feedback when grading the assignment.

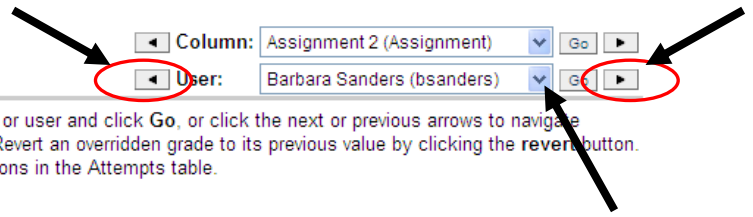
9. When you click on **Modify Attempt**, the Attempts section will expand revealing a field to enter the student's grade, feedback to user and grading notes. Enter the student's grade, your feedback for the student and any notes you want to make for this assignment. Click the **Save** button when you are done.



10. You can advance to the next student by using the next and previous arrows (located at the top of the page) to grade another student's assignment. You can select a specific student by using the drop down arrow.



To view the details of another column or user, select the column or user and click Go, or click the next or previous arrows to navigate sequentially. Override a grade by clicking the **override** button. Revert an overridden grade to its previous value by clicking the **revert** button. Modify or clear an attempt grade by clicking the appropriate buttons in the Attempts table.



Important Note: In the My Grades tool, the student's view of the assignment will display the assignment needs grading icon if you do not enter the student's grade in the grade details screen as described in the above procedures. Additionally, entering grades directly in the cells rather than going through grade details will lead to incorrect calculations in the Grade Center column statistics.