

Topic: Entering Students' Grades and Returning Students' Graded Assignments

- 1 On the **Control Panel**, click **Grade Center** under **Evaluation**.
- 2 In **Grade Center**, locate the cell for the student's assignment containing an exclamation mark.
- 3 Move the mouse pointer over the cell to see the Action Link.
- 4 Click the Action Link to access the contextual menu.
- 5 Select **View Grade Details**.
- 6 On the **Grade Details** page, under **Attempts**, click the Action Link next to the exclamation mark to access the contextual menu.
- 7 Select **Open Attempt**.
- 8 On the **Grade Assignment** page, click the file name under **Submission materials** to view or download attachments.
- 9 Enter a numerical value in the **Grade** box.
- 10 Optionally, enter feedback in the **Comments** area.
- 11 Click **Browse for Local File** to locate the students' file.
- 12 Click **Attach File**. [This is required.]
- 13 Optionally, enter **Instructor Notes** and attach files that only you will be able to access.
- 14 Click **Submit** to return to the **Grade Details** page. Next, click **OK** to return to **Grade Center**.

To return an assignment attempt without a grade:

To return an attempt to a student with comments only, follow the steps above, but at step 14, click **Save as Draft**. The attempt remains ungraded and student can access your feedback.

Blackboard 9 @ USC Quick Steps

COURSE MANAGEMENT

- Control Panel
 - Course Tools
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- Evaluation
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 - Grade Center **1**
 - Performance Dashboard
 - Tracking Reports
- Users and Groups
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Grade Center

Create Column Create Calculated Column Manage Reports Work Offline

Current View: Full Grade Center Set as Default

Sort Columns By: Layout Position Order: Ascending

Grade Information Bar

Move To Top Email Icon Legend


<input type="checkbox"/>	Last Name	First Name	Last Access	Planet Paper	Group Project
<input type="checkbox"/>	Allen	Martha		-	92.00
<input type="checkbox"/>	Brown	Tony	February 11, 2009 2		90.00
<input type="checkbox"/>	Casper	Chris	February 11, 2009	-	95.00

Move To Top Email

<input type="checkbox"/>	Last Name	First Name	Last Access	Planet Paper	Group Project
<input type="checkbox"/>	Allen	Martha		- 4	92.00
<input type="checkbox"/>	Brown	Tony	February 11, 2009 3		90.00
<input type="checkbox"/>	Casper	Chris	February 11, 2009	-	
<input type="checkbox"/>	Crispen	Patrick	April 28, 2009	-	
<input type="checkbox"/>	Dubois	Alyssa	February 11, 2009	-	

> View Grade Details **5**

> Exempt Grade




Grade Details

Jump to User:
Jump to Column:


Current User: **Tony Brown (tbrown2)**
Current Column: **Planet Paper (Assignment)**


Current Grade Value

Current Grade Value 

User	Tony Brown (tbrown2)
Student ID	S
Calculated Grade	
Delete	<input type="text" value="Last Attempt"/> <input type="button" value="Go"/>
Column	Planet Paper (Assignment) <input type="button" value="Details"/>
Grade Type	Score
Description	

Attempts

Date Created	Date Last Submitted or Edited	Value	Feedback to User	Grading Notes
Apr 24, 2009 2:48:31 PM (Needs Grading)	Dec 21, 2008 7:59:49 AM	<div>6</div> <div>  <input checked="" type="checkbox"/> </div>		



Grade Assignment: Planet Paper

* Indicates a required field.

1. Assignment Information

Name	Planet Paper
Instructions	Please write a 1500 word essay about a planet of your choice. Use an introspective approach on what we have learned about the planet and how we have used that knowledge to grow our understanding of the science of astronomy.
Due Date	
Submitted Date	Sunday, December 21, 2008 7:59:49 AM PST
Submitted By	Tony Brown

2. Submission History

Attempt #1 (You are reviewing this attempt)

3. Review Current Attempt

Submission	
Attached Files	saturn brown.doc 8
Comments	

4. Grade Current Attempt

* Grade	<input type="text" value="95"/> out of 100 9		
Comments	<div>Your paper was well researched and you used proper citation techniques. Good job. 10</div>		
Attach File	<input type="button" value="Browse for Local File"/> 11		
Attached files	<table><thead><tr><th>File Name</th><th>Link Title</th></tr></thead><tbody></tbody></table>	File Name	Link Title
File Name	Link Title		

Attach File

Selected File **File Name** saturn_brown.doc
Name of link to file

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Attached files

File Name	Link Title
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5. Instructor Notes

Notes
 13

Attach File

Attached files

File Name	Link Title
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6. Submit

Click **Save as Draft** to save changes and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

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Instructor notes and files are for your eyes only.

When you Save as Draft instead of Submit, the assignment remains ungraded and an exclamation mark is displayed in My Grades and the Grade Center. Students access your comments through My Grades and can resubmit by accessing the assignment. If you enter a score, Save as Draft will prevent the score from displaying in the Grade Center and My Grades.