Grading Assignments - Blackboard Quick Reference Sheet

Assignments are the equivalent to an Angel Dropbox, and provide an area for students to submit short essays or to attach longer papers or files. This document assumes that you have already created an Assignment are for your students to use.

First, we will look at what a student sees:



When the instructor is ready to grade an assignment, the will use the Menu on the left of the screen to go to the *Grade Center* (not to be confused with the My Grades link). The Grade Center will expand to show several options; select *Need Grading*.

A screen will open showing all submission that need grading (assignments and manually graded tests will appear here, graded discussion will only appear if certain settings are enabled).

Hover the mouse over the Item name that you want to grade, and use chevron to open the drop down menu, then select the grading options you want.

Category	Item Name	User Attempt	Date Submitted 🛆	Due Date
Assignments	Assignment 1	Student 1	February 2, 2015 9:27:22 PM	February 4, 2015
Assignments	Assignment 1	Grade All Users (26)	February 3, 2015 3:34:40 PM	February 4, 2015
Assignments	Assignment 1	Grade with User Names Hidden (26)	February 3, 2015 3:45:16 PM	February 4, 2015
Assignments	Assignment 1	Grade by Question	February 3, 2015 3:45:32 PM	February 4, 2015
Assignments	Assignment 1	View Attempts (26)	February 3, 2015 6:37:28 PM	February 4, 2015
Assignments	Assignment 1	Student 2	February 3, 2015 6:39:24 PM	February 4, 2015

- Grade All Users will open the submission for the student name listed to the right. From the screen that appears you can then page through each student submission for that assignment
- Grade with User Names Hidden will open a random assignment with the user name hidden. From that screen you can page through each student submission in a random order with the names hidden.
- Grade by Question is an option for Test only

In most cases you will select *Grade all Users*, which will bring up the grading interface. If the assignment was created in Blackboard, or is an uploaded PDF or a Microsoft Word file, you will be able to view it within Blackboard. If is a different file type you will need to download it to your computer to open. Below is what grading interface for a Word submission would look like:



If the uploaded file is a Microsoft Word document, you have the option to mark it up and make comments directly in Blackboard. To do this, click on the Comment button, and use the displayed tools as appropriate.



If you are using a SafeAssign Dropbox, beneath the area on the right labeled Attempt you will see and link for SafeAssing with a number next to it. In this case, a higher number means it is more likely the contents of the submission have been copied from another source. For details, click the , the SafeAssign Link, which will provide you with the option to View Originality Report.

ATTEMPT 1/16/15 11:19 AM	/100						
SafeAssign ~	100% overall match						
SAFEASSIGN SUBMISSION							
Example.docx	100%						
View Orig	ginality Report						
~							

A page will appear highlighting each of the sections of the submission that match a source in the SafeAssign Database. The color the matched text is highlight in corresponds to the Citations are on the left side of the Screen. This will tell you the original source of the text. This tool only works for Word documents, and will not automatically tell you if a student is plagiarizing. You must check the originality report to see where the material came from, and check the submission itself to see if the copied text was properly cited.

100%

Ŷ

_D



When you are ready to give a final grade for an assignment to a student, click in the score box in the light blue area on the right labeled Attempt. This will expand the grading area.

Assignment Details 🗸			> ""	•	Grade will show if the student has other graded
GRADE LAST GRADED ATTEMPT		/	/100	attempts.	-
ATTEMPT 1/18/15 11:19 AM			/100	•	Attempt is where you enter the numeric score
SafeAssign ~		100% ove	rall match	for the assignment.	
				•	Students can view any Feedback to Learning in
FEEDBACK TO LEARN	VER			their My Grades area	
				•	Add Notes is an area for you to leave private
				notes to yourself.	
@ 🐨 - A			li.	•	Cancel will undo any changes in this area but
Add Notes				will not remove comments made on Word Documents.	
	Cancel	Save Draft	Submit	•	Save Draft will save any work done in these
fields but will not publish the grade.					

When you are ready, click Submit. This will publish the Grade and Comments to the Grade Center and will take you to the next student's submission.