

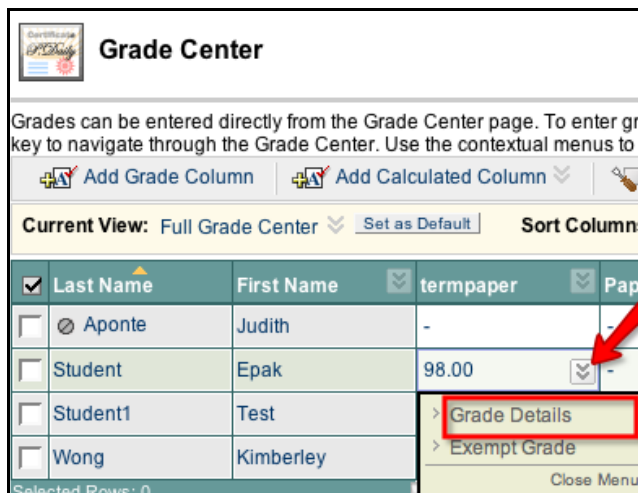
## Entering Grades for a SafeAssignment

### Grading SafeAssignments

Grading a **SafeAssignment** is similar to grading a standard Blackboard **Assignment**. Like a Blackboard **Assignment**, a column is automatically created for the **SafeAssignment** in the **Grade Center**. Once your students have submitted their papers, you can view, grade and download individual student assignments. Unlike Blackboard **Assignments**, you cannot download all submissions at once from within the **Grade Center**; however, downloading all or several papers at once is possible from within the **SafeAssign** tool in the **Control Panel**.

To grade a **SafeAssignment**:

1. Access the **Grade Center** via the **Control Panel**.
2. In the **assignment** column, click the double-downward arrow in the cell to display the menu options and select **Grade Details**.



<input checked="" type="checkbox"/>	Last Name	First Name	termpaper	Paper
<input type="checkbox"/>	Aponte	Judith	-	-
<input type="checkbox"/>	Student	Epak	98.00	-
<input type="checkbox"/>	Student1	Test	> Grade Details	
<input type="checkbox"/>	Wong	Kimberley	> Exempt Grade	

Selected Rows: 0

3. On the **Grade Details** page, click the **View Attempt** button to view a student's submission.

**Grade Details** Column: termpaper (SafeAssignment) Go

User: Epak Student (126716040000) Go

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.

**Current Grade** 98.00 [Override](#)

User Epak Student (20050819022641110153)

**Student ID**

Column termpaper (SafeAssignment) [Details](#)


**Grade Type** Score

**Description**

**Attempts**

Creation Date	Last Submitted/Modified Date	Value	Feedback to User	Grading Notes	Actions
Nov 6, 2009 4:52:05 PM	Nov 6, 2009 4:52:05 PM	98.00			<a href="#">View Attempt</a>

4. On the **Modify Grade** page which appears next, you are able to:




 **Modify Grade**




**1 Assignment Information**

**Name** Midterm\_paper (SafeAssignment)

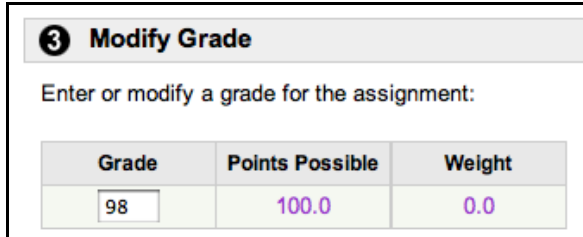
**Description** Make sure to cite your sources using the Modern Language Association (MLA) citation style. Paper is due July 3th. You will not be able to submit the assignment after the due date.

**2 Student's Work**

Student ID	Student Name	Text File	Matching	SA Report	Submitted	
	Student, Epak	 	0%		Tue Jun 09 12:34:18 EDT 2009	<a href="#">Clear Attempt</a>

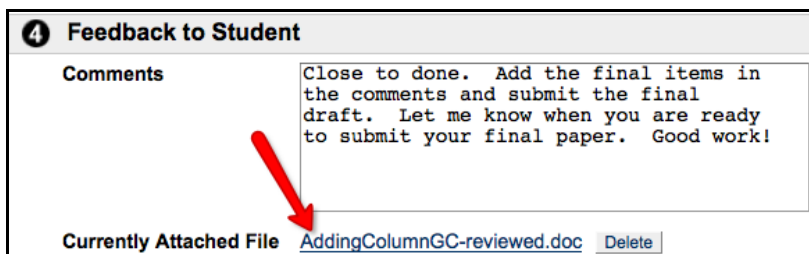
- 1) View the student paper by clicking on the paper icon  under the **Text** column.
- 2) Download the student paper by clicking on the paper clip  icon under the **File** column.
- 3) View the **SafeAssign** report by clicking on the check mark  in the **SA Report** column. If you do not see the **SA Report** icon, then the assignment has not been processed and you should check again later.

- 4) The **Clear Attempt** button will remove the paper from the **Institutional Database** and allow the student to resubmit the paper.
5. In section 3, **Modify Grade**, you can enter a grade by clicking on the exclamation point in the **Grade** column (see picture above).



Grade	Points Possible	Weight
<input type="text" value="98"/>	100.0	0.0

6. In section 4, **Feedback to Student**, you can provide general comments and attach a copy of the student's file that you have reviewed using a markup tool (like MS Word/Track Changes) to add more specific comments in the body of the student's paper and to reference highlighted text.



**4 Feedback to Student**

Comments

Close to done. Add the final items in the comments and submit the final draft. Let me know when you are ready to submit your final paper. Good work!

Currently Attached File [AddingColumnGC-reviewed.doc](#) [Delete](#)

7. Click the **Submit** button when done.

If you submitted student papers using the **Direct Submit** tab feature, you will need to manually add a column in the **Grade Center** to enter a grade and cannot return marked papers to students for retrieval from the **My Grades** tool. Please refer to the **Direct Submit** document on our website for more information this topic.

If you have any further questions or need assistance, please email [bb@hunter.cuny.edu](mailto:bb@hunter.cuny.edu) or contact the [Technology Resource Center](#) (C104 Hunter North) at 212-650-3358.