INSTRUCTIONAL **COMPUTING** & **INFORMATION TECHNOLOGY**

Engage the Students. Infuse the Curriculum.
Empower the Faculty. Enhance the Administrative Process.

# Retrieving and Grading Assignments in Blackboard

Overview

When you use the assignment manager to create a Blackboard assignment, Blackboard automatically creates a link that students use to submit their assignments and a new column is created in the **Grade Center**. You can tell at a glance when a student has submitted an assignment – you will see an exclamation point symbol next to their name in the **Grade Center** column for the assignment. To view student submissions, you can either grade within the browser or download the attached files to your computer and open them with the appropriate application.
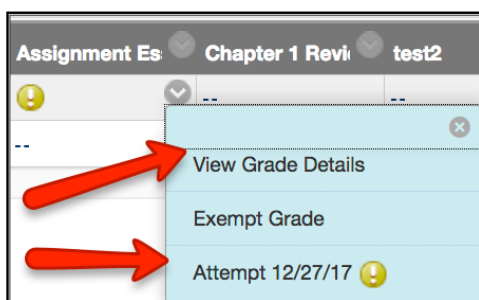
Accessing assignments

To access a single assignment attempt:

1. In the **Control Panel**, expand the **Grade Center** section and click **Full Grade Center**.
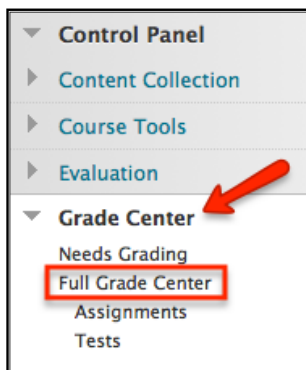

2. In the **Grade Center**, locate the cell for the student's assignment containing an exclamation mark. Move the mouse pointer over the cell to see the arrow. Click the arrow to access the contextual menu. **View Grade Details** will display details and allow you to see attempts. Another way to see attempts is by selecting **Attempt**.
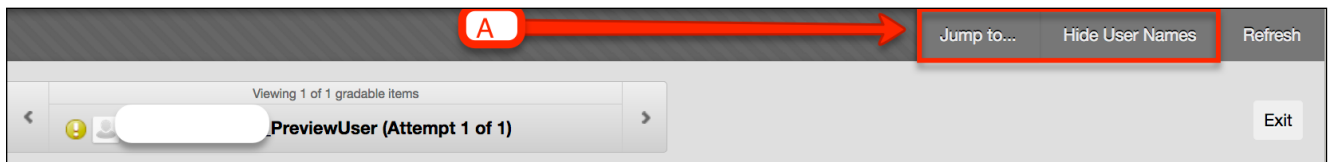

To access all submissions for an assignment:

1. In the assignment's column header, click the arrow to access the contextual menu and select **Grade Attempts**.
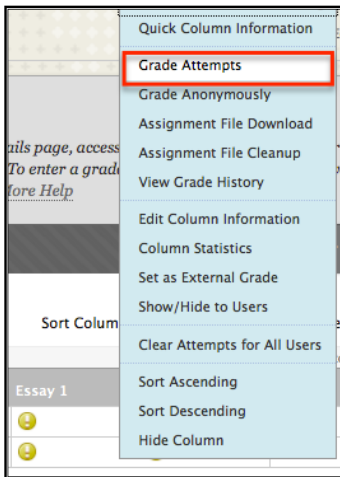

2. On the **Grade Assignment** page, you can navigate among users, attempts, view rubrics, grade anonymously, and view information about an assignment.

(A) On the toolbar, the following actions can be performed:

- Click **Hide User Names** to grade attempts anonymously, if needed. Click **Show User Names** to display user information.
- Click **Jump to** and select another attempt to view or grade.
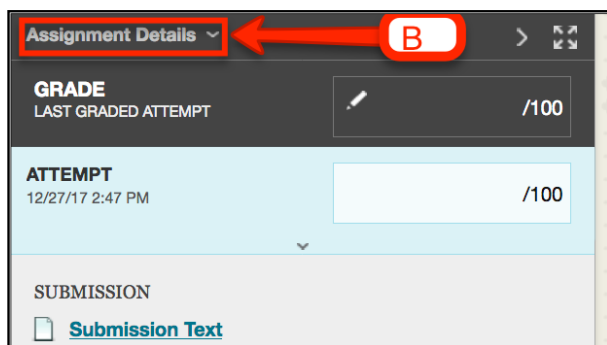
(B) Expand the **Assignment Information** link to view the following information:

- Assignment name
- Due Date
- Class Statistics
- Submitted Date and time

If an assignment is In Progress, the student must submit the assignment so it can be graded.

**Reviewing and Grading Assignments**

When reviewing assignment submissions, you can provide a grade and feedback. You also have the option of returning the submission to the student with comments only, so the assignment can be refined further and then resubmitted for a grade.
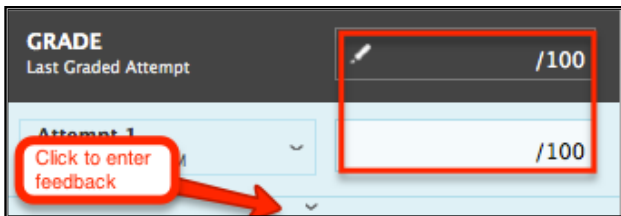
Grading assignments

1. On the **Grade Assignment** page, view the submission text, attached files, and comments made by the student. Step 1 will tell you the number of students' attempts.
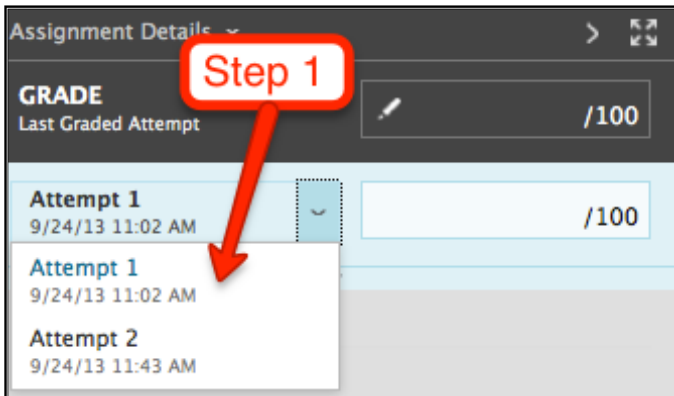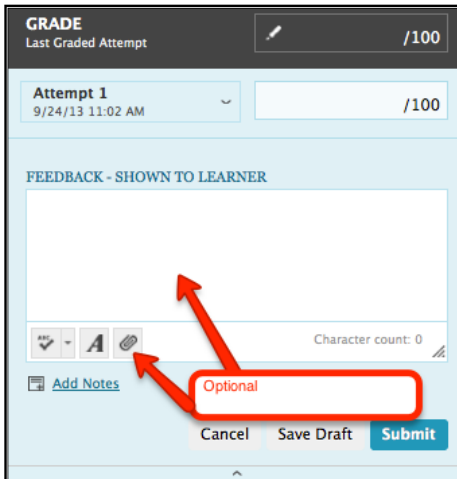

2. Step 2 will display the submission and comment.
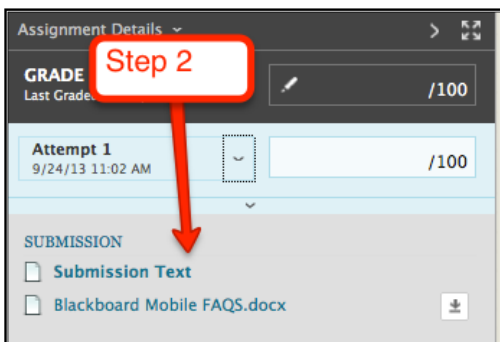
3. For step 3, type a **Grade** for the assignment. Optionally, Click the down arrow to type comments in the **Feedback to User** box and attach a file for the student to review.


4. Step 4 gives you the option to type comments in the **Grading Notes** box and attach files.

5. Step 5 gives you the following options:

    a. Click **Save Draft** to return an assignment attempt without a grade with comments only. The assignment remains ungraded and an exclamation mark appears in **My Grades** and in the Grade Center. Students access your comments through **My Grades** and can resubmit by accessing the assignment. If you type a score, **Save Draft** prevents the score from appearing in the Grade Center and **My Grades** and the score is not saved.

    b. Click **Submit** to grade the current assignment and move to the next assignment.
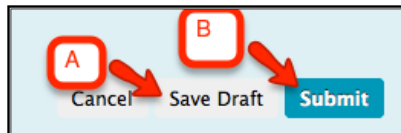
    c. Click **Exit** to return to the **Full Grade Center**, the **Needs Grading** page, or the **Grade Details** page.
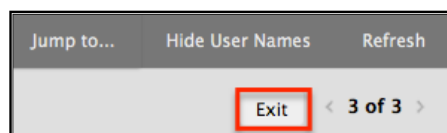
In-Line grading

Instructors can now view student-submitted files "inline," meaning in the web browser, without downloading any plug-ins, applets, or client-side applications. Instructors can use annotation tools within the inline viewer, allowing Instructors to provide feedback – comments, highlights, and annotate directly on the inline view of the document.

Note: Inline Assignment Grading can convert, display, and annotate Word, PowerPoint, and PDF file formats. File formats that cannot be converted are presented for download, as in the past. 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.

☐ The In-Line viewer contains the following features:

- **View Instructions**
- **Add comments and highlight text** – Select annotation mode to type comments in any place in the document. To highlight text, point and drag your cursor over the text to highlight and click on the highlight text icon (the highlighter icon). Click on the Add comment to highlighted text icon (The text box icon) to add a comment to a highlighted area.
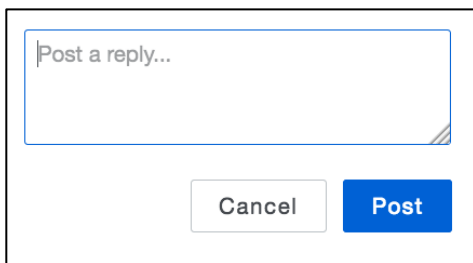

    You can remove a highlighted area by clicking on the highlight text icon again

- **Remove comments** Click on the Delete icon in the right corner of a comment to delete a comment

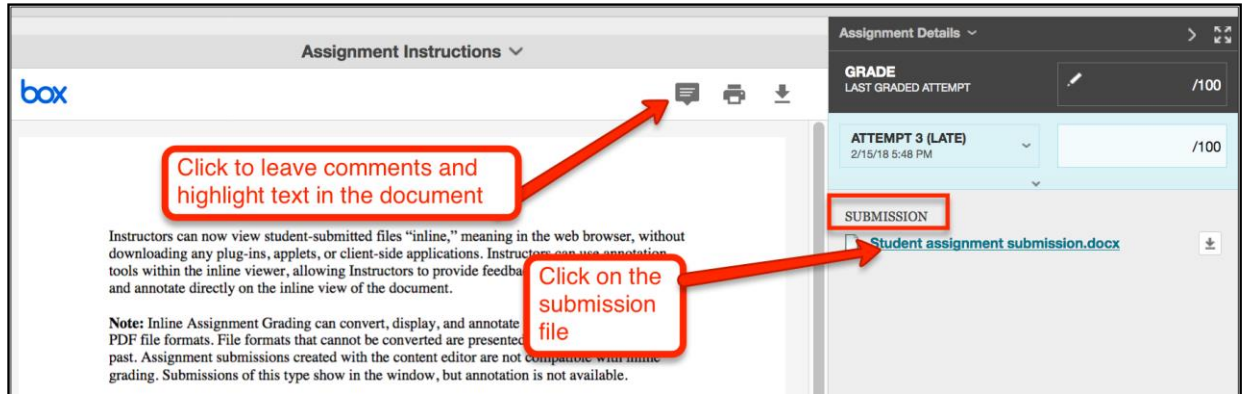- **Reply to comments** Select a comment to respond to and the cancel and Post options will appear.

To grade In-line:

1. Click on the Submitted file on the right panel
2. To add comments or annotations, click on the Comment icon at the top


3. After commenting, grade the submission from the inline grading sidebar. From here you can view the assignment details and each attempt. You can type an overall grade and grades for each attempt as well as provide feedback to your students without leaving the page.
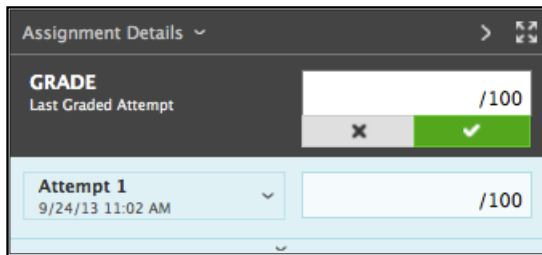
NOTE: If multiple attempts for an assignment have been allowed and submitted, a grade may not be released until all of the attempts have been graded. All attempts appear in the contextual menu for the grade's cell. After selecting an attempt, type a grade and feedback. Use the Attempt drop down menu to navigate between attempts. The last attempt's grade appears in the cell by default. If the last of the multiple attempts is ungraded, the exclamation mark remains in the cell.
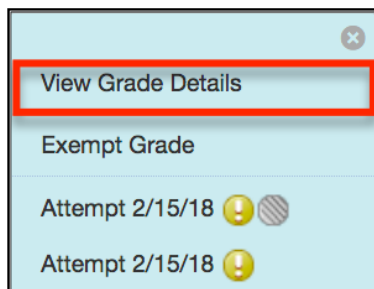
To change the displayed grade to the first graded attempt, highest grade, lowest grade, or an average of attempts, access the Grade Center column's contextual menu, select **Edit Column Information**, and select the attempt to score from the **Score Attempts using** drop-down list.
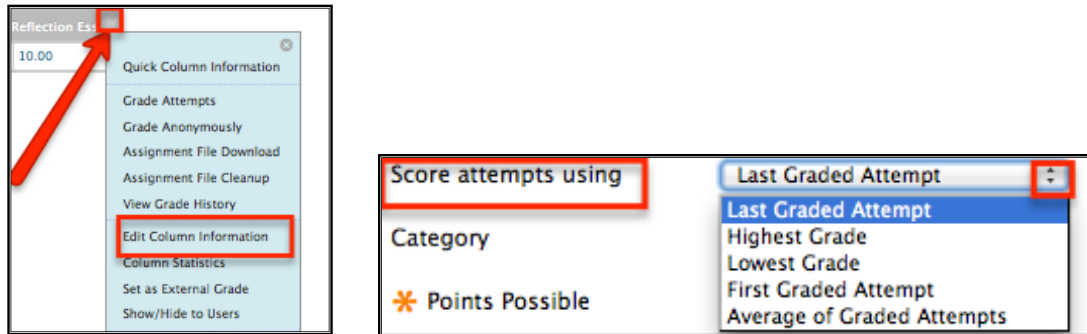
If you have further questions, faculty members can email bb@hunter.cuny.edu or contact the Technology Resource Center at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.