

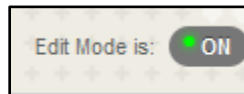
Entering Grades for a SafeAssignment

Grading SafeAssignments

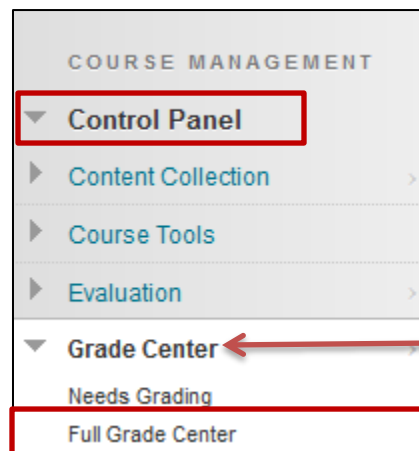
Grading a **SafeAssignment** is similar to grading a standard Blackboard **Assignment**. Once students have submitted their papers, instructors can view, grade and download individual student assignments. Like Blackboard **Assignments**, instructors can now download all **SafeAssign** submissions at once from within the **Grade Center**.

To grade a **SafeAssignment**:

1. Make sure that **Edit Mode** is on, which is located, on the upper right corner of the screen



2. From the **Control Panel**, access the **Grade Center**, then **Full Grade Center**



- In the **assignment** column, click the downward arrow in the cell to display the menu options and select **View Grade Details**.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: ▲Ascending Hide Color Coding

Grade Information Bar Last Saved: October 30, 2013 7:24 PM

Last Name	First Name	Essay 1	Book Review
Nasir	MD Nazmus	!	!
Student-Two	Hunter	--	--
User	Demo	--	--

Selected Rows: 0

View Grade Details
Exempt Grade
Attempt 9/25/13

Icon Legend

- Instructors will see the **Grade Details** page.

Grade Details Jump to...

User MD Nazmus Nasir (20110226024739709116) Column Exam 1 (Test)

Current Grade: 7.00 out of 7 points Exempt

Grade based on Last Graded Attempt
Due: None
Calculated Grade 7.00


View Attempts

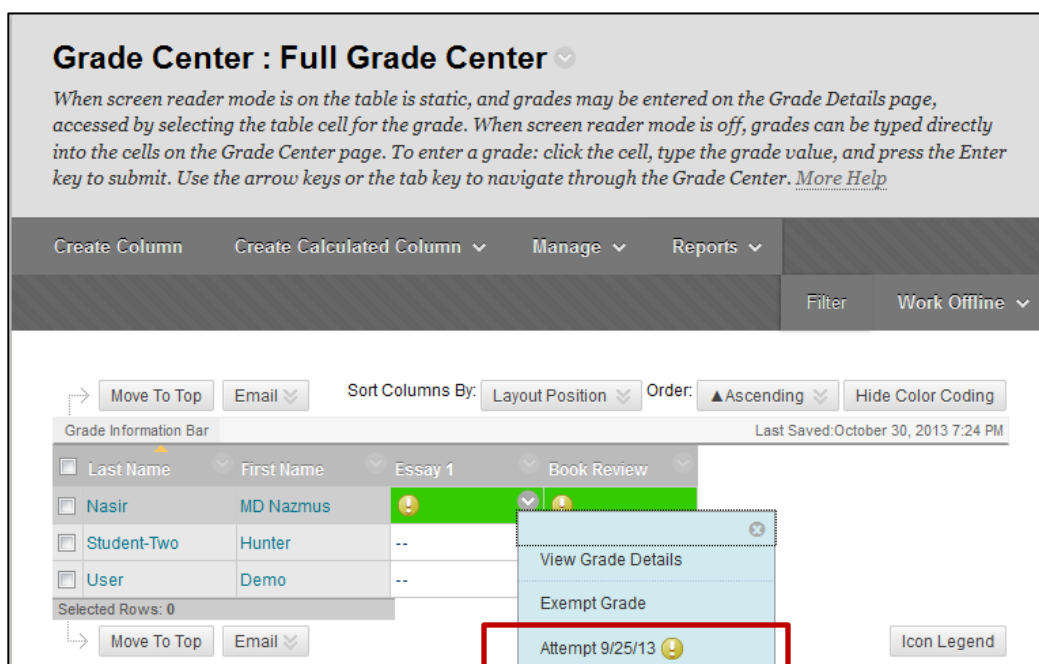
Attempts Manual Override Column Details Grade History

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Sep 25, 2013 4:45:27 PM	Sep 25, 2013 4:45:48 PM (Completed)	7.00			Grade Attempt Clear Attempt Ignore Attempt



Delete Last Attempt Go

- A. **Exempt:** will not calculate the grade in Weighted or Total columns
- B. **View Attempts:** will show the students replies/submissions and allow for feedback
- C. **Attempts:** provides information on when student Submitted/Saved the assignment as well as the value (points) of assignment
- D. **Manual Override:** allows for instructors to override the student grade on the assignment
- E. **Column Details:** summary view of how the column is set up
- F. **Grade History:** report of information entered by instructors on the assignment
- G. **Grade Attempt:** where instructors input score for the student on the assignment
- H. **Clear Attempt:** allows instructors to provide student with a new attempt
- I. **Ignore Attempt:** It ignores the attempt and allows student to resubmit but keeps the original submission

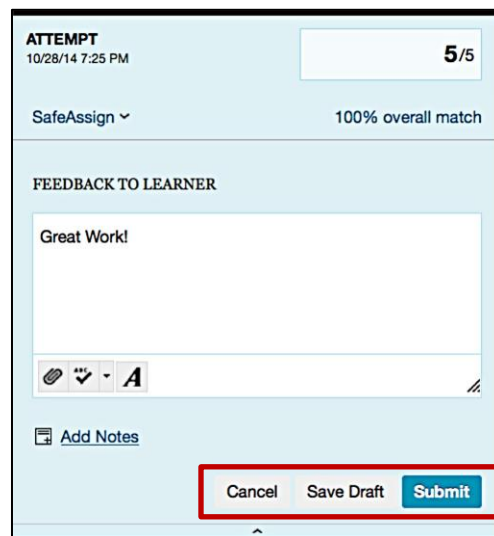
5. Click Save when done. Found on the lower right hand of the screen. 
6. Instructors may also view the attempt (suggested for writing assignment) by clicking on **Attempt** for the assignment column drop down options.



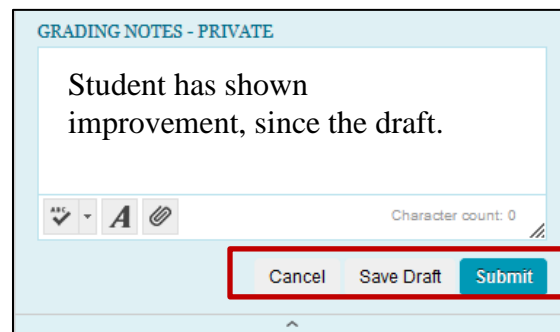
- A. **User:** Student (submitter's) name.
- B. **Jump to:** allows instructors to skip to another student/assignment and attempt.
- C. **Hide User Names:** allows instructors to view submissions without the identifying the student.
- D. **Refresh:** refreshes webpages.
- E. **Decrease or increase magnification** assignment.
- F. **Comment:** opens comment dialogue for instructors to provide comments viewable by students.
- G. **Download button:** action button to download assignment for instructors to work offline.
- H. Scroll through submission display page on which instructors are on and total number of pages.
- I. : expand button for instructors to view their own comments and markups.
- J. **Assignment Details:** description of assignment.
- K. >: hides grades input section.
- L. : expands screens.
- M. **Assignment:** this display the student's submission.
- N. **Grade:** shows grade that was previously given also manually override previous grade.

- O. **Attempt:** where instructors input grade for current assignment.
- P. **SafeAssign Report** where instructors can see the SafeAssign Originality report
- Q.  reveals feedback screen.
- R. **Submission:** name/format of the submission.
- S. : action button to download assignment for instructors to work offline.

7. When instructors input a grade for the **Attempt** the **Feed Back** text box will open, it is optional for instructors to provide feedback. If instructors wish to re-visit the feedback given click **Save Draft**. If instructors are done and complete click **Submit**. Instructors may also **Cancel** the action.



8. In the above screen shot notice **Add Notes**, this section opens up a dialogue box for Grading Notes, viewable only to the instructors. **Cancel**, **Save Draft**, **Submit** have the same previously functions.



If instructors created the assignment using the **Direct Submit** tab feature, instructors 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.

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.