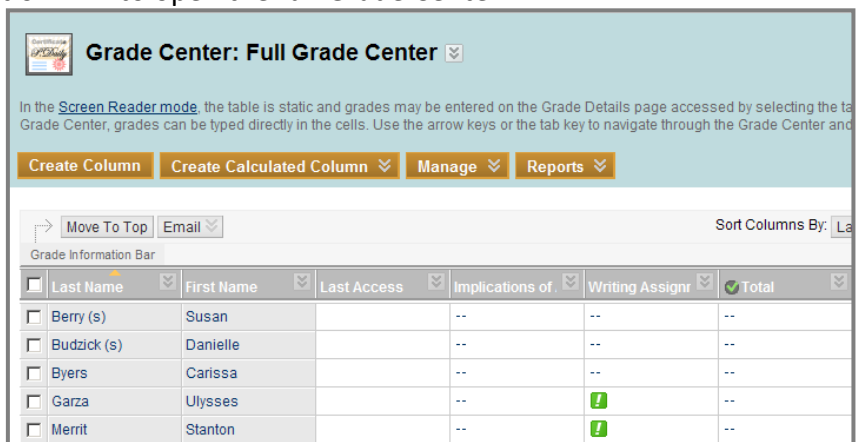
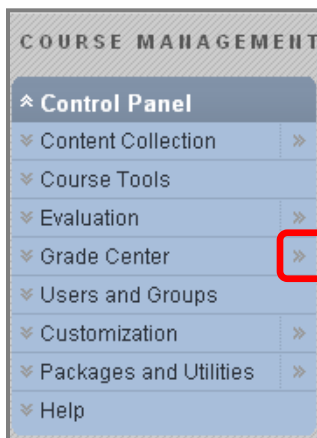


Entering Grades & Feedback

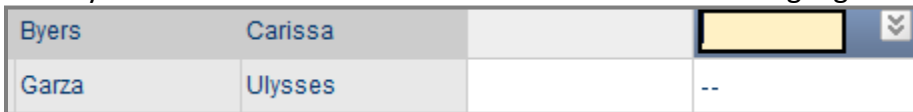
Some columns in Blackboard will be automatically graded while others will require you to view and grade attempts or submissions. There are two ways to enter grades and provide feedback to students via the Grade Center: manually or view attempt. Let's explore these options!

Follow these step-by-step instructions to **Enter Grades** manually in Blackboard:

1. Click on the Grade Center Action Link to open the full Grade Center.



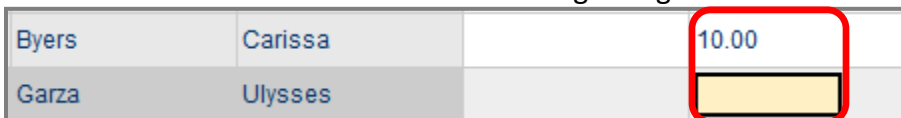
2. Move your cursor to the desired cell and click. Blackboard highlights the cell.



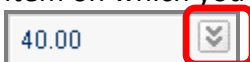
3. Type in the *point value* of the item.



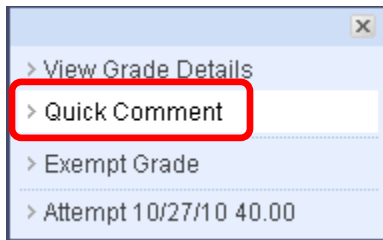
4. Press the Enter key on your keyboard. Blackboard records the score and activates the cell of the next student so the instructor can continue grading that item.



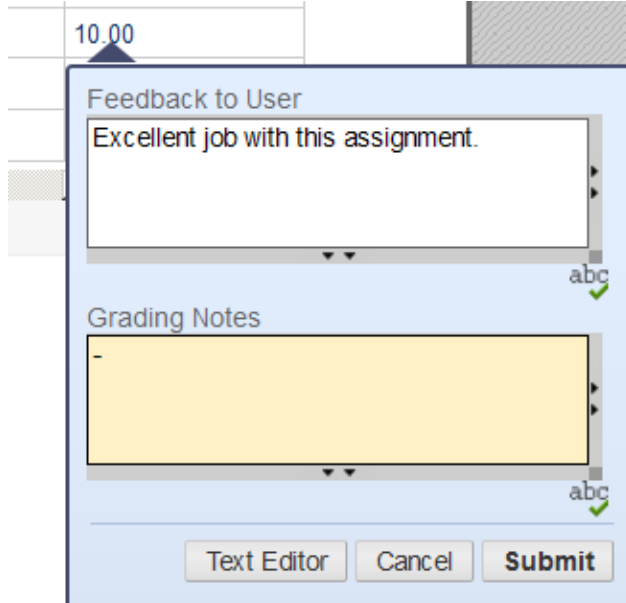
5. Instructors can also add feedback while grading. Hover over right side of the Grade Center Item on which you'd like to leave a comment. Click on *Action Link*.



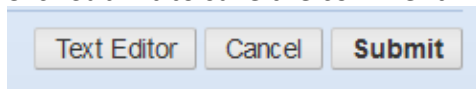
6. Click on the *Quick Comment* Link.



7. Click inside the Feedback to User text box and type a comment. The Grading Notes Field allows instructors to leave notes to themselves regarding the particular assignment and student. To leave a Grading Note, click inside the *Grading Notes textbox* and type a comment.



8. Click *Submit* to save the comment.



9. Students will see this comment in their My Grades area.

Follow these step-by-step to **Enter Grades** for test attempts or assignment submissions:

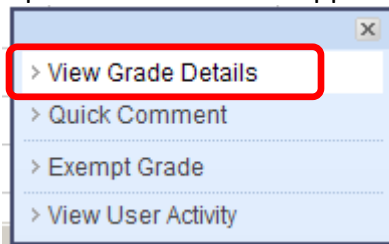
1. Assignments or exams that cannot be automatically graded by Blackboard will appear in the Grade Center as a green exclamation point. The instructor will need to view the attempt and enter grades accordingly.

<input type="checkbox"/>	Byers	Carissa		--	--
<input type="checkbox"/>	Garza	Ulysses		--	!
<input type="checkbox"/>	Merrit	Stanton		--	!


2. Hover over the desired cell and an Action Link will appear. Click on the *Action Link*.



3. A pull-down menu will appear. Select *View Grade Details*.



4. The Grade Details page will open. Select the "Grade Attempt" button.


Grade Details
Jump to...

User **Ulysses Garza (student2)** < > Column **Writing Assignment - Essay (Assignment)** < >

Current Grade: Needs Grading ! out of 50 points
 Grade based on Grade of Last Attempt
 Due: None
 Calculated Grade
Grade Attempts

Edit | Manually Override | View Column Details | Grade History

Delete Last Attempt Go

Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Oct 27, 2010 11:56:40 AM (Needs Grading)	!			<div style="display: flex; flex-direction: column; gap: 5px;"> View Attempt Clear Attempt Edit Grade </div>

5. If the column is a Test, the Test attempt will display within the page.

User: **Ulysses Garza (Attempt 1 of 1)** Status: ✔ **Completed** Item: 1 of 1

Test Information

Status: Completed

Score: 10 out of 40 points

Time Elapsed: 0 hours, 0 minutes, and 7 seconds out of 0 hours and 5 minutes allowed.

Instructions

Clear Attempt Click **Clear Attempt** to clear this user's attempt.

Question 1: Multiple Choice 0 out of 10 points

What is the primary fruit ingredient used in baking an apple pie?

Given Answer: ✘ Cranberries

Correct Answer: ✔ Apples

Question 2: Multiple Choice 0 out of 10 points

The kind of fat used in baking an apple pie is:

The test attempt shows selected answer, time it took student to complete, and score. This screen also allows the instructor to update grades using the fields on the right side of the page, as well as provide feedback.

6. If the column is an Assignment, the instructor can view by opening up the attached files.

View: **Full Grade Center** 1 Total

User: **Ulysses Garza (Attempt 1 of 1)** Status: ✔ **Needs Grading** Item: 1 of 1

Assignment Information

★ Indicates a required field.

1. Submission History

Attempt #1 (You are reviewing this attempt)

2. Review Current Attempt

Submission: See my attached submission!

Attached Files: ApplePie.doc

Comments:

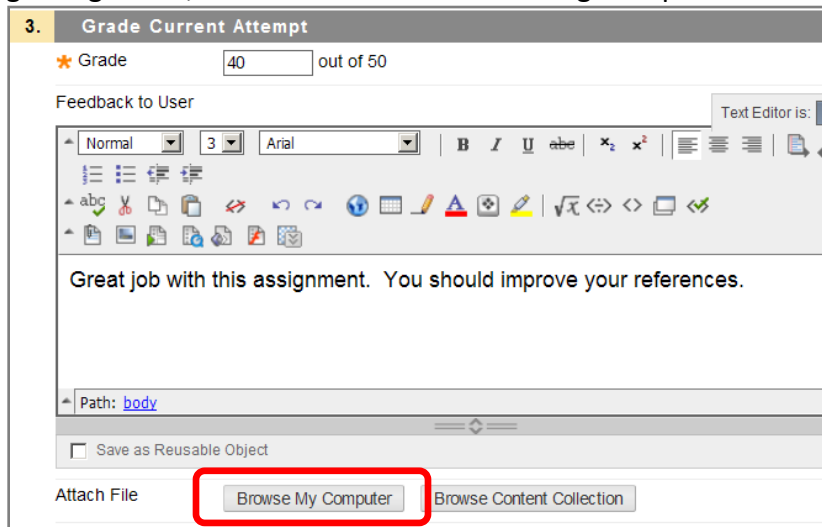
7. Enter the grade for an assignment, or



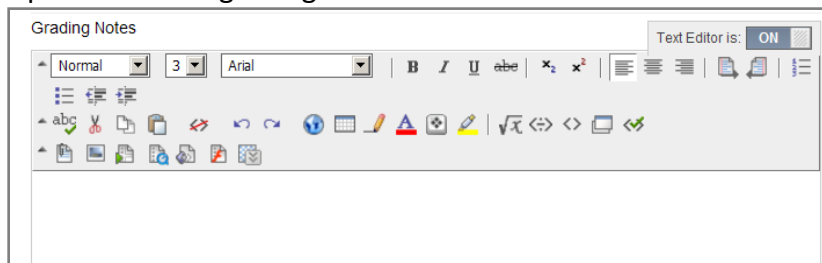
- a. Update points for test questions



8. Enter any feedback into the Feedback textbox. You can use the Attach File area to send back a grading rubric, or document with track changes to provided detailed feedback to the student.



9. Optional: Enter grading notes



10. Click *Save and Exit* to return to the Full Grade Center View, or click *Save and Next* to grade the next student.

