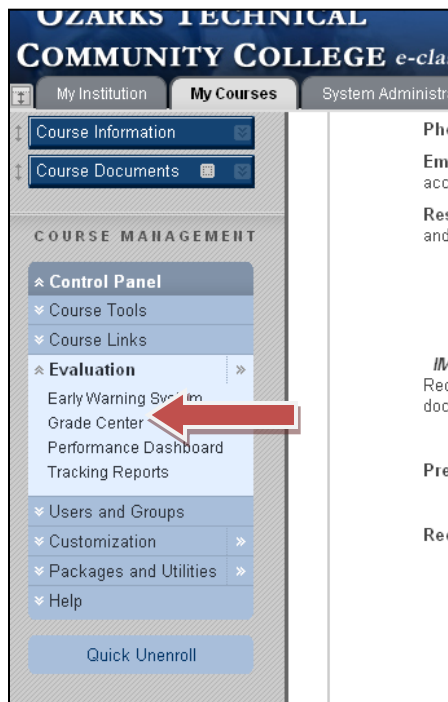
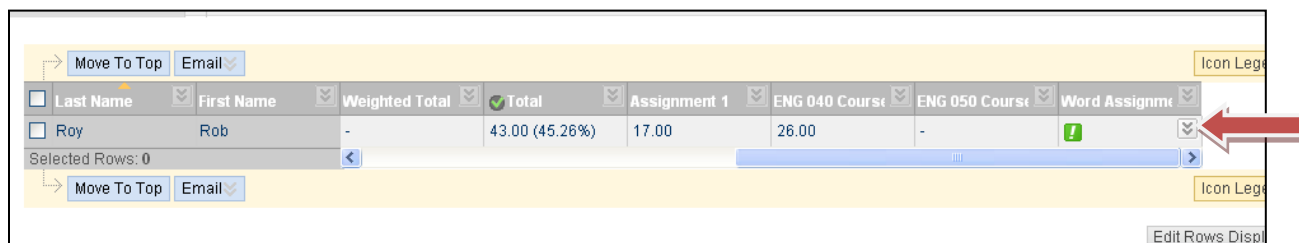


Posting grades on Blackboard

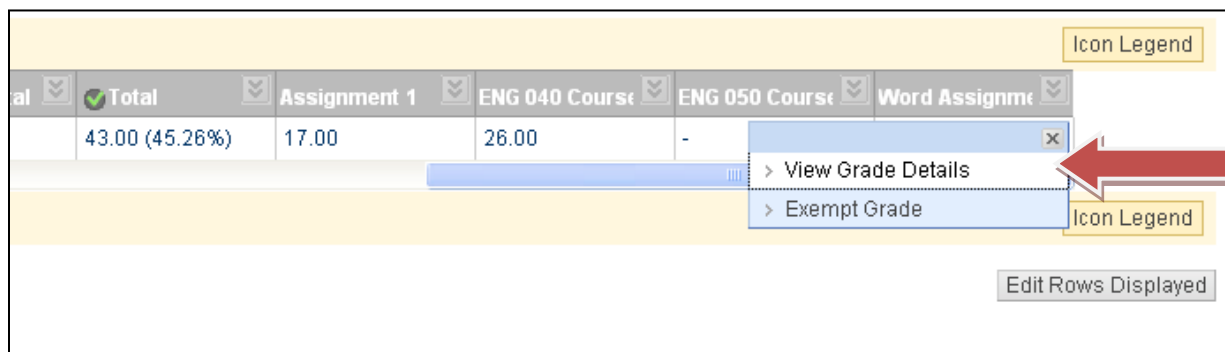
In your control panel open the **Evaluation** list and click on **Grade Center**.



When a student has submitted an assignment a **green exclamation mark** will appear in the assignment column. Click on the double arrows to the right of it.



Click on the **View Grade Details** button.



This is the grade details page. Click on the **Open Attempt** button near the bottom of the page to access what the student submitted.

Current User: **Rob Roy (roy2233)** < > Current Column: **Word Assignment 2 (Assignment)** < >

Current Grade Value

Current Grade Value ! [Override](#)

User: Rob Roy (roy2233)

Student ID

Calculated Grade

Delete: [Go](#)

Column: Word Assignment 2 (Assignment) [Details](#)

Grade Type: Score

Description

Attempts

Date Created	Date Last Submitted or Edited	Value	Feedback to User	Grading Notes
Jun 14, 2010 3:04:52 PM (Needs Grading)	Jun 14, 2010 3:05:23 PM	!		Open Attempt Clear Attempt Edit Grade

[Allow Additional Attempt](#) This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt.

[Icon Leg](#)

Grade History

This grade has no history.

Here you can view the student's submitted work. Any files that were attached should appear here. This is also where you will grade essays and short answer questions on tests. You can leave **Comments** if you desire and also leave **Notes** to yourself about the assignment.

3. Review Current Attempt


Submission: This is a test of the Emergency Broadcast System. The broadcasters of your area in voluntary cooperation with the FCC and other authorities have developed this system to keep you informed in the event of an emergency.

Attached Files: [Job App.doc](#)

Comments: If this had been an actual emergency, the Attention Signal you just heard would have been followed by official information, news or instructions.

4. Grade Current Attempt

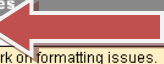
★ Grade: out of 25

Comments: 

Attach File:

Attached files:

5. Instructor Notes

Notes: 

Attach File:

Attached files:

6. Submit

Click **Save as Draft** to save changes and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Once you hit submit this is what you'll see. You can also go through and **Clear Attempt** if something went wrong while the student was working on the assignment.

Grade Details

Grade Details shows the current grade, all the grade column information, as well as a record of all attempts and the Grade History. [More Help](#)

Jump to User: Jump to Column:

Current User: **Rob Roy (roy2233)** Current Column: **Word Assignment 2 (Assignment)**

Current Grade Value

Current Grade Value **21.00**

User: Rob Roy (roy2233)

Student ID: _____

Calculated Grade: 21.00


Delete:

Column: Word Assignment 2 (Assignment)

Grade Type: Score

Description: _____

Attempts

Date Created	Date Last Submitted or Edited	Value	Feedback to User	Grading Notes	
Jun 14, 2010 3:11:26 PM (Completed)	Jun 14, 2010 3:15:39 PM	21.00	Good job!	Student needs to work on formatting issues.	<input type="button" value="Open Attempt"/> <input type="button" value="Clear Attempt"/> <input type="button" value="Edit Grade"/> 

This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt.