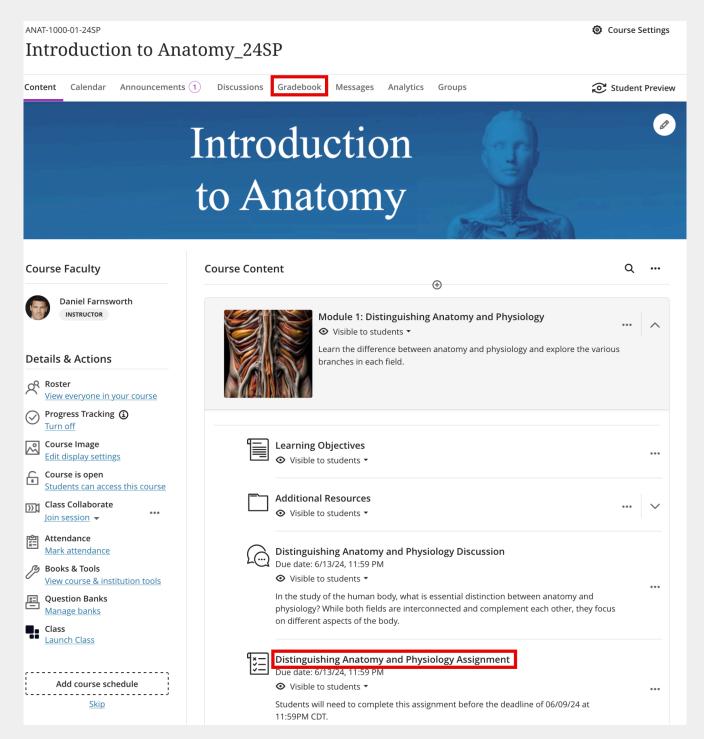


### **Grade Assignments**

There are multiple ways to use your course's Gradebook page to quickly access its coursework and enrolled students. You can customize the gradebook, search submissions, and upload or download grades.

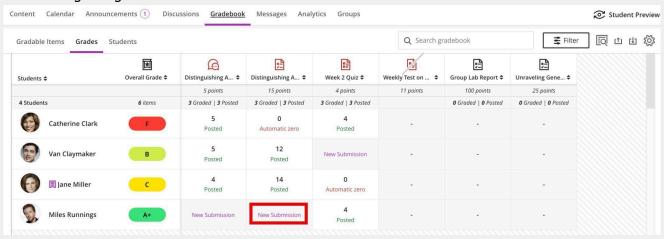


## **Grade Through the Gradebook:**

Select Gradebook at the top of the page.

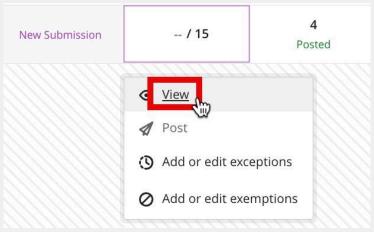


From the Full Gradebook view, make sure to find the column of the assignment and the students name in the row that needs grading. You will notice "New Submission" fills the cell.

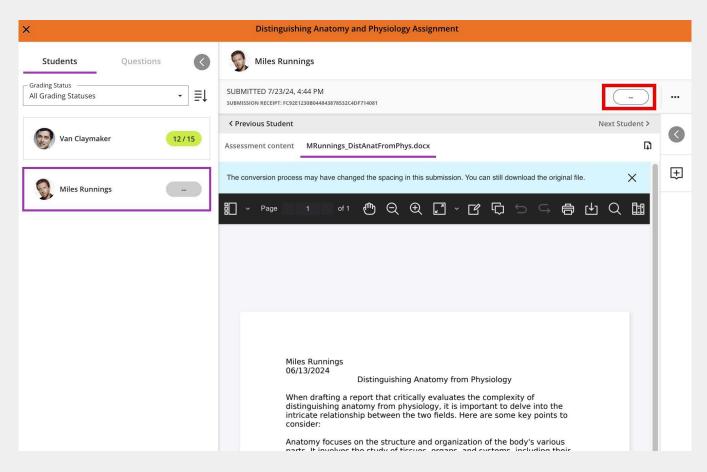


When you click on the New Submission text, a drop down menu appears. Select View to open the student's submission.

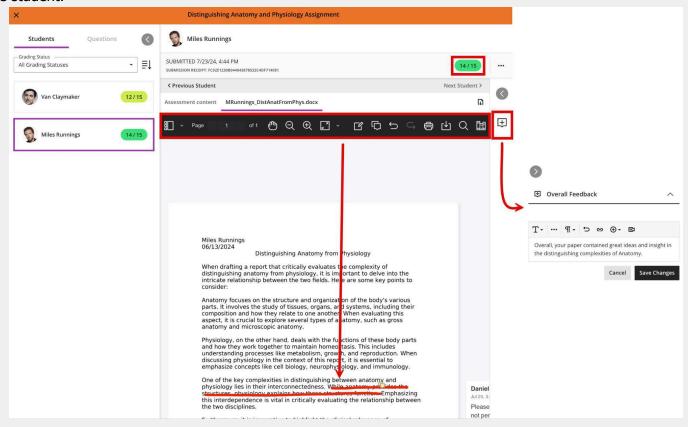
- View Go directly to the assignment submission and start grading.
- **Post** Post a grade that's been assigned but not yet posted.
- Add or edit exceptions If an assignment is timed or has a due date, you can add exceptions here, as well as allow multiple attempts.
- **Add or edit exemptions** You can remove an assignment from being counted towards a student's overall grade.



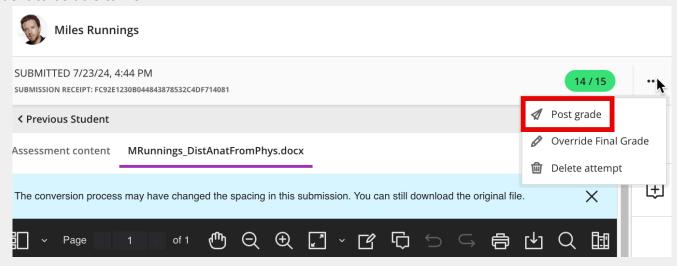
Look for the pill shape icon in the upper right corner of the screen and click your cursor inside to enter a numeric value. When you are finished, hit Enter/Return on your keyboard.



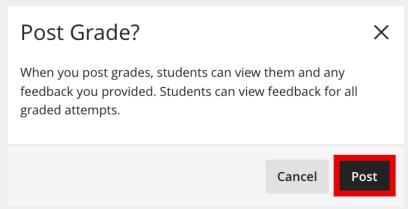
You should notice the pill shape icon be filled with the appropriate color, depending on the grade that was provided. You may also use the inline grading tools to add feedback for students, which they will be able to access, once submitted. Select the plus inside of a box icon (right side of screen) to open Overall Feedback to the student.



Once you entered the grade and provided feedback, please select "Post grade" to submit the grade for the student to be able to view.

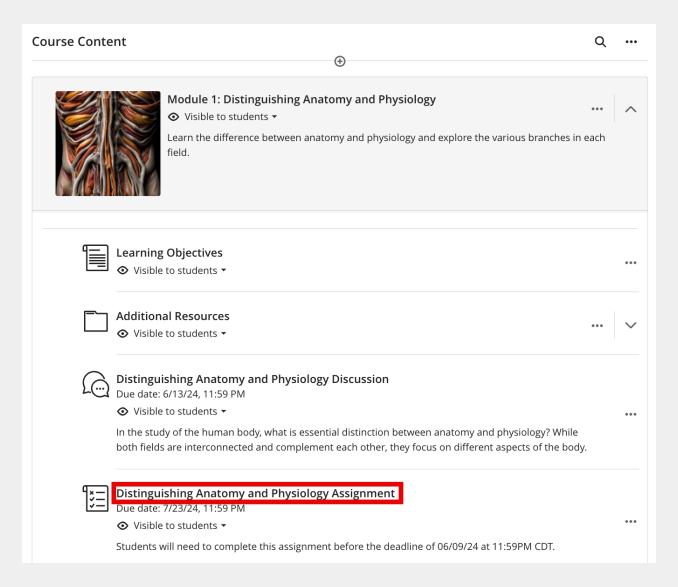


A confirmation pop-up window will appear to make sure you want to make the grade available to the student. Click Post.

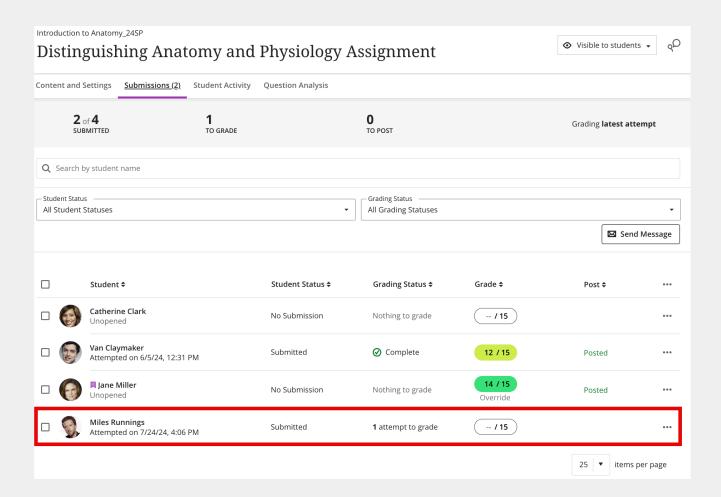


# **Grade from within the Assignment:**

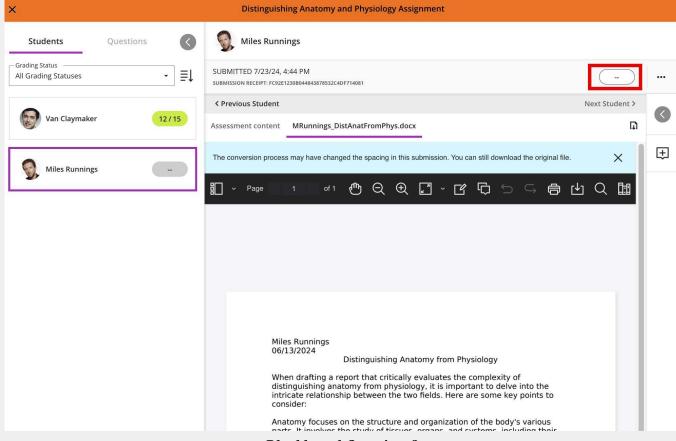
Select the name of the Assignment from the Course Content page.



Find the students name and click anywhere within that row to open the student's attempt.

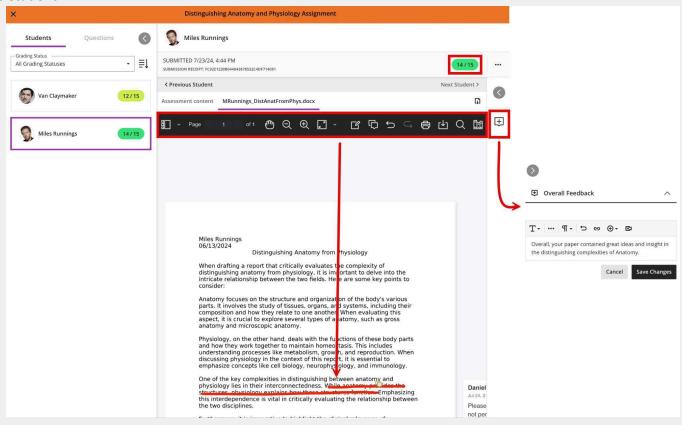


Look for the pill shape icon in the upper right corner of the screen and click your cursor inside to enter a numeric value. When you are finished, hit Enter/Return on your keyboard.

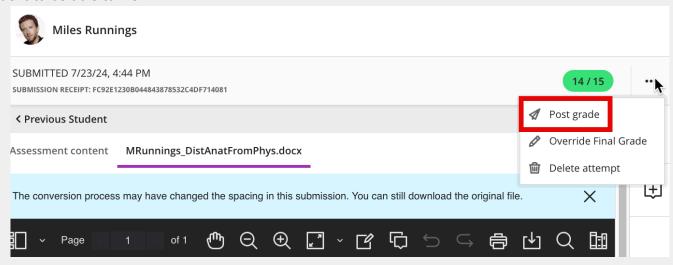


**Blackboard Questions?** 

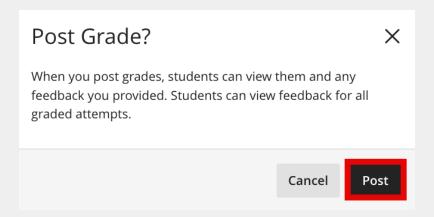
You should notice the pill shape icon be filled with the appropriate color, depending on the grade that was provided. You may also use the inline grading tools to add feedback for students, which they will be able to access, once submitted. Select the plus inside of a box icon (right side of screen) to open Overall Feedback to the student.



Once you entered the grade and provided feedback, please select "Post grade" to submit the grade for the student to be able to view.

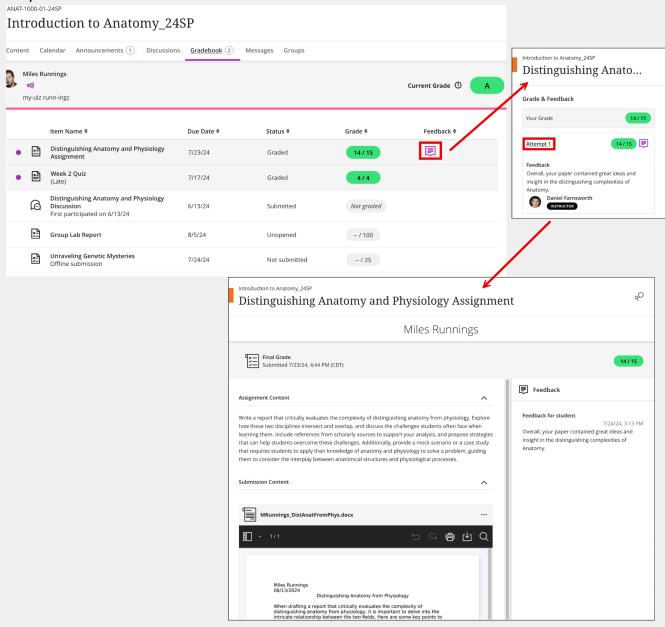


A confirmation pop-up window will appear to make sure you want to make the grade available to the student. Click Post.



#### **Student View:**

When students proceed to the Gradebook within the course, they will be able to see the assignment graded and feedback (if provided). Students may select the feedback icon to open the Grade & Feedback tab, which shows the feedback provided by the Instructor. The student will also have the ability to click on the attempt link to open the submission.



# **Blackboard Questions?**

Email: <u>blackboard@govst.edu</u> Phone: (708) 534-4115