

OVERVIEW

Grading assignments through the Blackboard Learning System provides an easy way to offer feedback and keep instructor notes on each student. In this quick start guide, you will learn how to retrieve and grade an assignment in a Blackboard Learning System course Web site.

GETTING TO THE STUDENT'S ASSIGNMENT

From the **Control Panel**, go to the **Assessment Area**, and click on "Gradebook".

From the **View Spreadsheet** page, click on the exclamation point (!) to view the student's uploaded assignment in the **View Grades** page.

From the **View Grades** page, click "View" to enter the **Assignments** page in order to access and download student files, and to enter feedback or instructor notes.

SAVING THE STUDENT'S WORK

To save the student's work:

- Right click the mouse button on the file name found in the Student's Work section of the Assignments page. A menu will appear.
- Select "Save Target As" to save the file to your computer.
- Click "Save" to save the file. Remember where you saved the file as you will need to access it to grade the assignment. You will receive an indication that the download is complete.

GRADING AN ASSIGNMENT

In the **Feedback to Student** section of the **Assignments** page:

- Enter a grade in the field provided.
- Enter a comment if you want to provide feedback to the student.
- Attach a file to this particular student's assignment if needed.

The screenshot shows two sections of the Blackboard interface. The top section is titled "3 Feedback to Student" and contains a "Grade" field with a dropdown menu showing "out of 10.0", a large "Comments" text area, a "File To Attach" field with a "Browse..." button and an "Add Another File" button, and a "Currently Attached Files:" section. The bottom section is titled "4 Instructor Notes" and contains a "Notes" text area, a "File To Attach" field with a "Browse..." button and an "Add Another File" button.

In the **Instructor Notes** section of the **Assignments** page:

- Enter a note you want to make about the assignment or student - Students will **NOT** see this note.
- Attach a file to your personal notes, if desired.

Click "Submit" to finish. You will receive confirmation that the assignment has been updated.

Click "OK" to clear the screen. You will be sent to the **View Grades** page where you can verify the accuracy of the grade.

Click "Submit" to go to the **Grade Updated** page.

Click "OK" to return to the **View Spreadsheet** page.