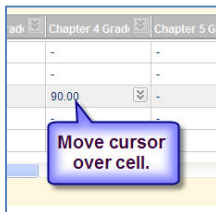


Blackboard 9 Training – University of St. Thomas

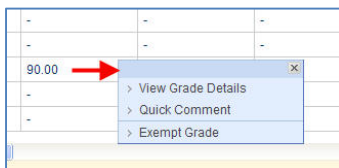
Entering Grades from the View Grade Detail page

To enter Grades from the View Grade Detail page, follow these steps:

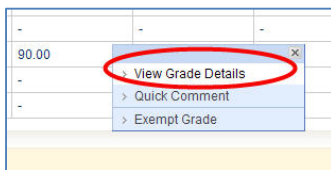
1. Move the cursor over the desired cell.



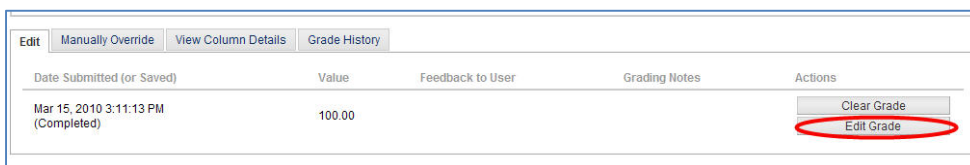
2. Click the Action Link to activate the menu.



3. Click View Grade Details.



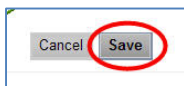
4. Click the Edit Grade button in the bottom right corner of the Actions section.



5. Enter the value in the Current Grade Value textbox. Add Feedback to User or Grading Notes.

The screenshot shows a form with several tabs: 'Edit', 'Manually Override', 'View Column Details', and 'Grade History'. Below the tabs are columns for 'Date Submitted (or Saved)', 'Value', 'Feedback to User', 'Grading Notes', and 'Actions'. The 'Current Grade Value' field is highlighted with a red arrow pointing to the '100.00' value. The 'Feedback to User' and 'Grading Notes' fields are also highlighted with red arrows pointing to their respective text input areas. A 'Mark this attempt as Ignored' checkbox is visible below the 'Current Grade Value' field. At the bottom of the form are 'Cancel' and 'Save' buttons.

6. Click Save to complete.



7. Click Return to Grade Center to return to the Grade Center page.

