

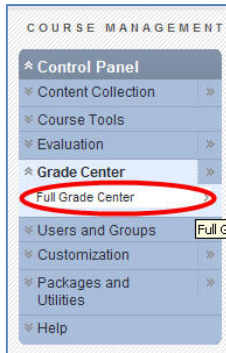
University of St. Thomas – Blackboard 9 Training

Grading Assignments

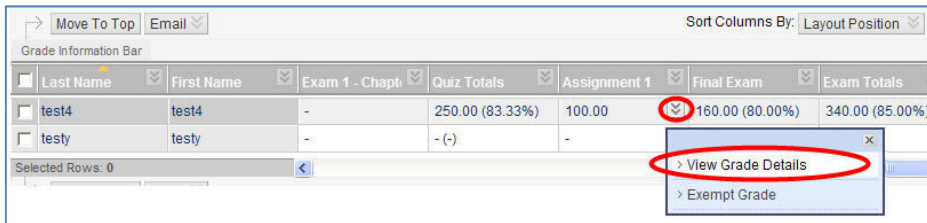
Grading assignments allows the instructor to evaluate the performance of the students and provide feedback.

Grading Individual Assignments

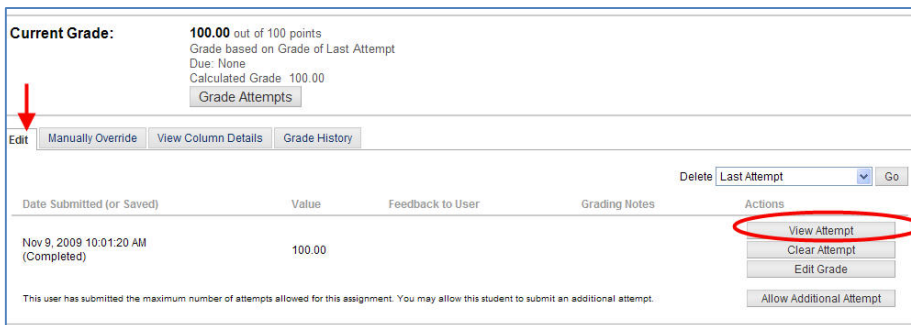
1. Under the Control Panel, click **Grade Center | Full Grade Center**.



2. Hover over a cell for a student's assignment, click the **contextual menu icon** | click **View Grade Details** from the list.



3. From the **Edit** tab, click the **View Attempt** button.



4. In the **Grade Current Attempt** section fill in the following:

File Name	Link Title	
assignment1_giles_graded.doc	assignment1_giles_gr	Do not attach

- **Grade:** Assuming the grade was already entered, the grade can be modified simply by changing score in the Grade field (see Grade an Assignment for more details).
- **Comments:** Type comments to the student in the Comments field located in the Feedback to User section. Call attention to the attached file by telling the student to refer to the attached file for comments on his or her paper.
- **Attach File:** To upload the digital file, click **Browse for local file** | select file | click **Open** | click **Attach File** to embed the file onto the page and make the **Browse** button available to attach more files. (This is optional)
- **Attached Files:** This is a chart of all the files uploaded by the instructor. Each will have a **Link Title** box where it can be renamed. This is also where the instructor can remove a file by clicking **Do not attach**.

5. The **Instructor Notes** area is a place for Instructors, TAs and Graders to add confidential grading notes that are not visible to users.

File Name	Link Title	
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6. Click **Save and Exit** or **Save and Next** to go to the next student's assignment.

Cancel Delete Save as Draft **Save and Exit** View Previous Save and Next