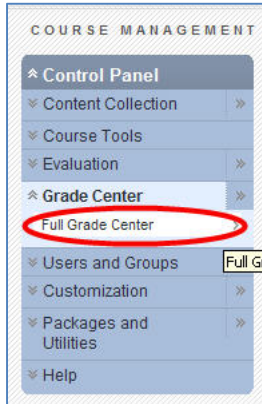


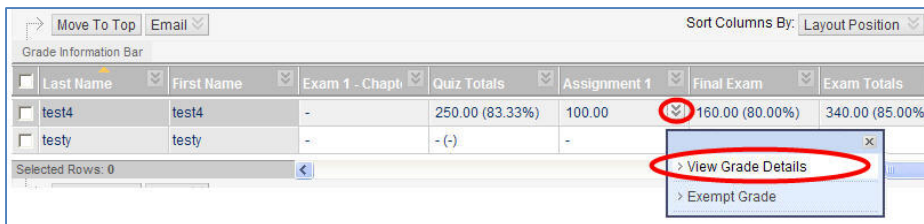
## University of St. Thomas – Blackboard 9 Training

### Sending Graded Assignments Back to Students

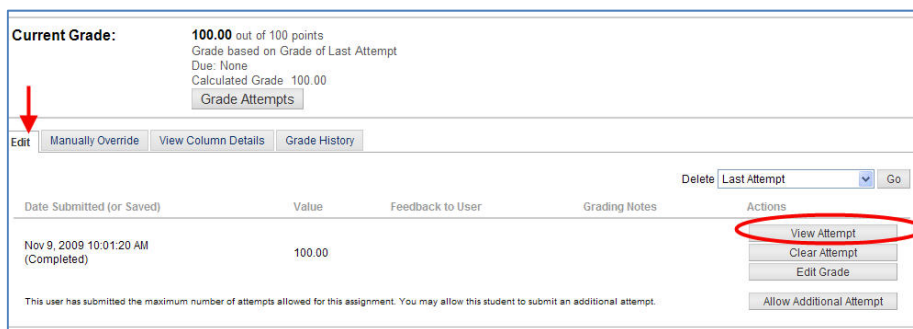
1. Under the Control Panel, click **Grade Center | Full Grade Center**.



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:

3. **Grade Current Attempt**

★ Grade 100 out of 100

Feedback to User See attached file for specific comments about your assignment.

Attach File Browse My Computer Browse Course Files

Attached files

File Name	Link Title	
assignment1_giles_graded.doc	assignment1_giles_gr	<a href="#">Do not attach</a>

- **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. In the **Attach File** Section, you will click **Browse My Computer** to attach the graded assignment. By attaching the graded assignment, you will be sending it back to the student when you click Save and Exit.

4. **Instructor Notes**

Grading Notes Type notes here. These notes are only visible to the instructor.

Attach File Browse My Computer Browse Course Files

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