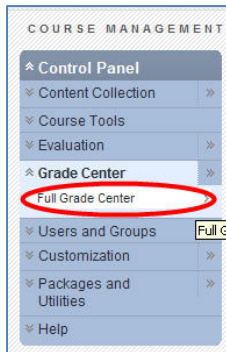


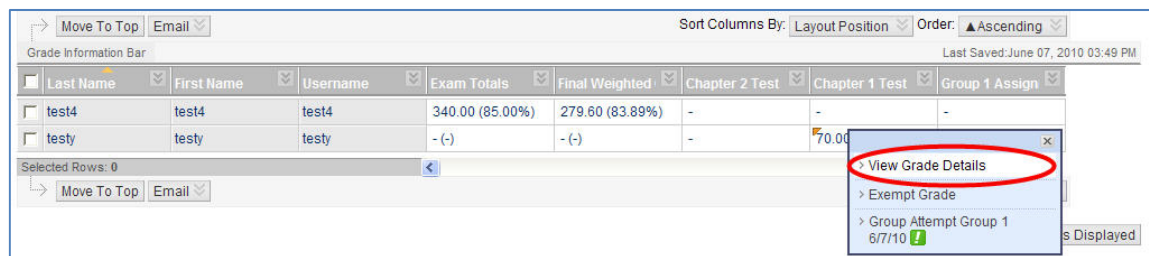
University of St. Thomas – Blackboard 9 Training

Viewing Group Assignments

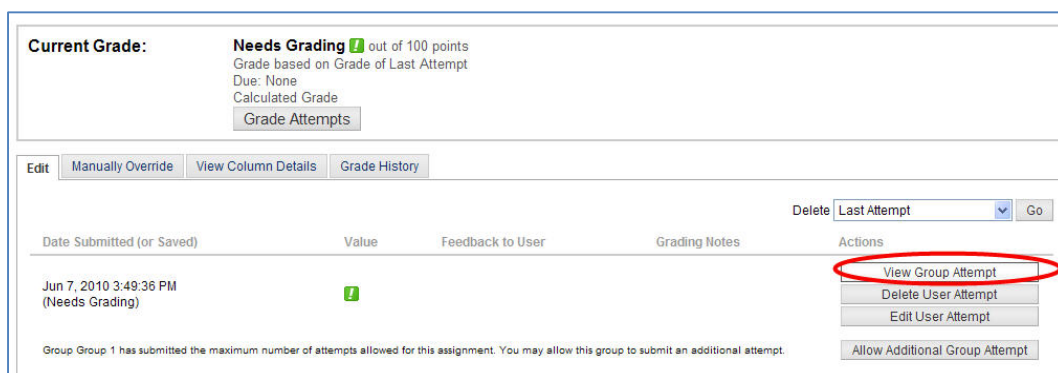
1. Under the **Control Panel**, click **Grade Center | Full Grade Center**.



2. Hover over a cell, click the **contextual menu** icon | click **View Grade Details** from the list.



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



- The page will display the Assignment Information, the User's Work (or submission) and Feedback to User.

The screenshot shows a web interface for reviewing an assignment. At the top, there is a header bar with the text "Assignment Information" circled in red, and buttons for "Cancel", "Delete", "Save as Draft", "Save and Exit", and "View Previous". Below the header, the page is divided into four sections:

- 1. Submission History**: Shows "Attempt #1 (You are reviewing this attempt)".
- 2. Review Current Attempt**: Shows "Submission" as "attached is our group assignment", "Attached Files" as "[Spring_2010_Schedule.doc](#)", and a "Comments" field.
- 3. Grade Current Attempt**: Shows "Group Grade" as "- out of 100", a "Feedback to Group" text area with "abc" and a green checkmark, and "Attach File" buttons for "Browse My Computer" and "Browse Course Files".
- 4. Instructor Notes**: Shows "Instructor Notes" text area with "abc" and a green checkmark, and "Attach File" buttons for "Browse My Computer" and "Browse Course Files".

- To access the assignment, click on the file located to the right of **Attached Files**. You will be prompted to **Open** or **Save** the file. If you are simply reading the paper, click **Open**. If you will be commenting on the file (electronically), click **Save** and edit it in the word processing program.

This is a close-up of the "2. Review Current Attempt" section. It shows the "Submitted" field, the "Attached Files" field with a red arrow pointing to the link "[assignment1_files.doc](#)", and the "Comments" field.

- Click **Save and Exit** (see Grading Assignments section for grading assignments).

This is a close-up of the bottom navigation bar. It contains buttons for "Cancel", "Delete", "Save as Draft", "Save and Exit" (circled in red), "View Previous", and "Save and Next".