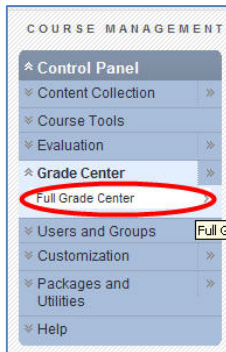


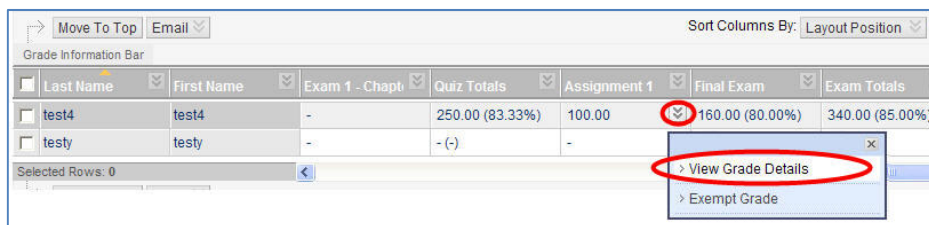
University of St. Thomas – Blackboard 9 Training

Viewing Individual Assignments

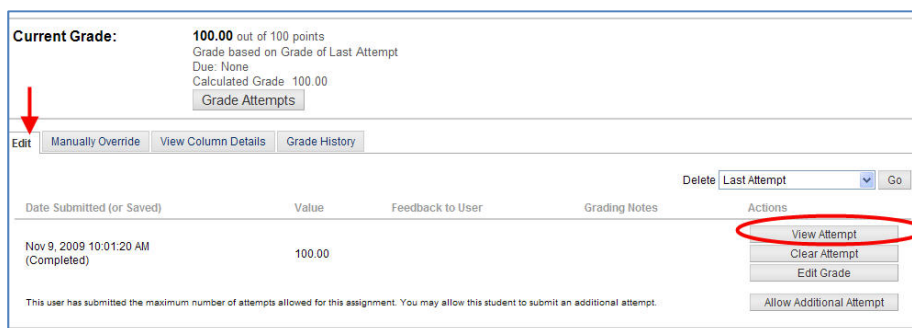
1. Under the **Control Panel**, click **Grade Center | Full Grade Center**.



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 Attempt** button.



4. 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, the title "Assignment Information" is circled in red. Below it, there are buttons for "Cancel", "Save as Draft", and "Save". The interface is divided into four main sections:

- 1. Submission History:** A table with one row: "Attempt #1 (You are reviewing this attempt)".
- 2. Review Current Attempt:** Contains fields for "Submission", "Attached Files" (with a link to "assignment1_qiles.doc"), and "Comments".
- 3. Grade Current Attempt:** Includes a "Grade" field with "100" entered and "out of 100" next to it, and a "Feedback to User" text area.
- 4. Instructor Notes:** A "Grading Notes" text area.

At the bottom of the "Review Current Attempt" section, there are "Attach File" buttons: "Browse My Computer" and "Browse Course Files".

5. 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 "Attached Files" row with a red arrow pointing to the link "assignment1_qiles.doc".

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

The screenshot shows a horizontal row of buttons: "Cancel", "Delete", "Save as Draft", "Save and Exit", "View Previous", and "Save and Next". The "Save and Exit" button is circled in red.