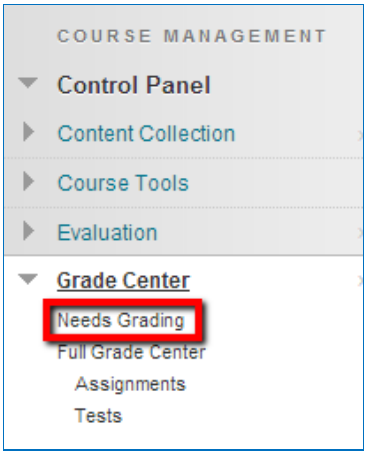
Needs Grading

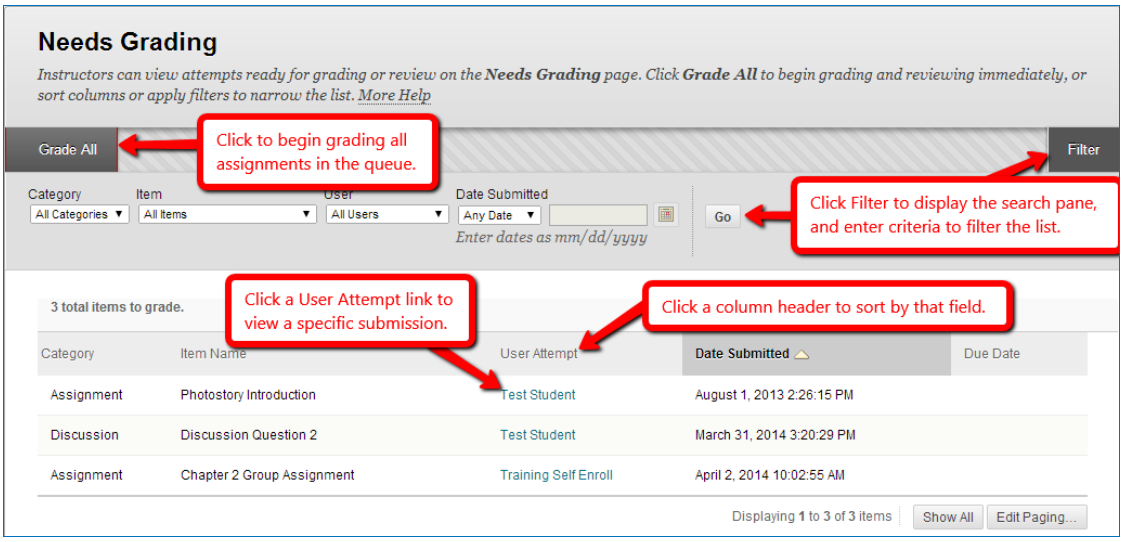
Blackboard 9.1 has a Needs Grading feature for assignments and tests submitted by students. When a student turns in an assignment that you created via the Assignment tool, or a test that Blackboard does not automatically grade for you, it will appear on the Needs Grading page, accessible via Grade Center in the Control Panel.

To grade the assignments in the Needs Grading section:

1. In the Control Panel, expand **Grade Center**, and select **Needs Grading**.

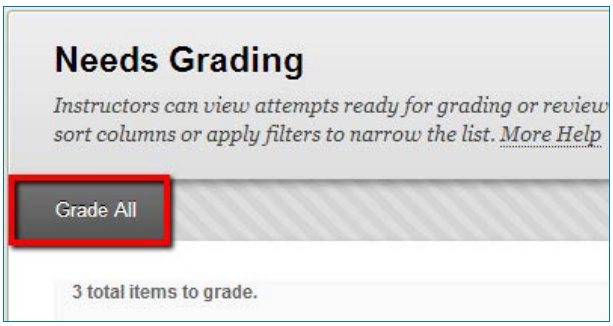


2. Instructors can view attempts ready for grading or review on the Needs Grading page. There are two ways to go about grading. You can start by clicking the **Grade All** button or grade using the contextual menus.



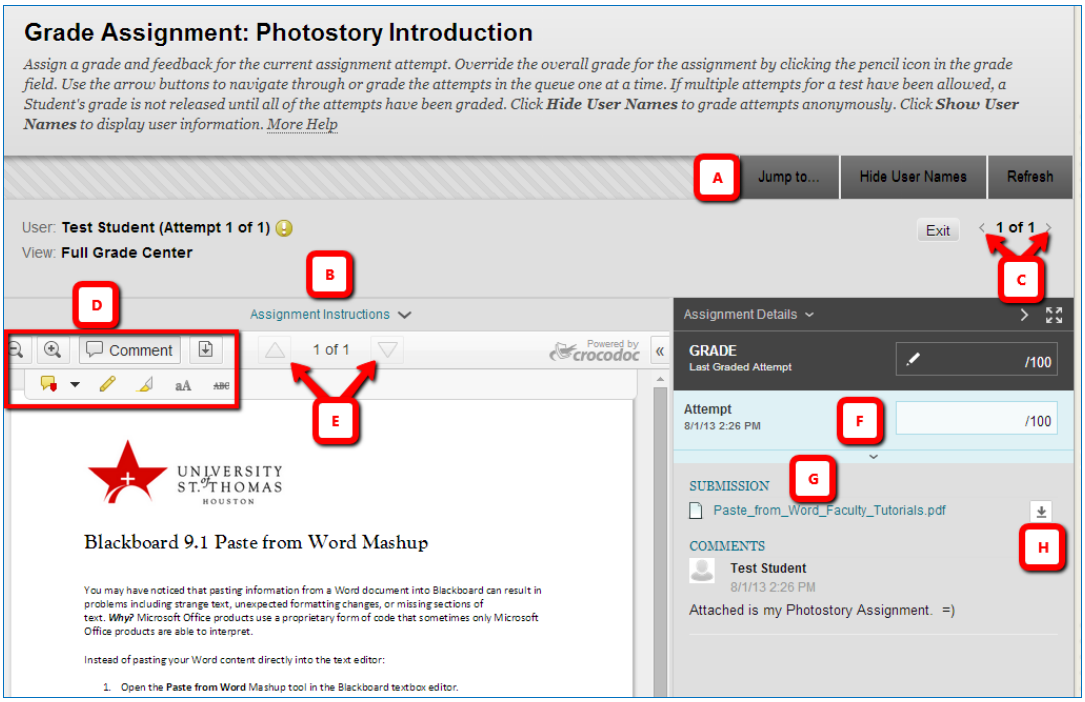
Grading Using Grade All

1. Click **Grade All** to begin grading and reviewing. Attempts appear in the order they were sorted on the Needs Grading page. Once attempts have been graded, they no longer appear on the Needs Grading page, and the number of items updates to reflect the current number remaining to be graded.



2. On the Grade Assignment page, use the Crocodoc Viewer to add any markup or comments.

   Enter a numeric grade for the attempt. You can also use the Download icon ( ) to save a copy of any documents to your computer.



A. Go to a specific attempt by a specific student.

B. Expand the Instructions pane and view the instructions for the assignment.

C. Move to the previous or next student's submission of this assignment.

D. Zoom in or out, add comments, draw or type remarks directly on the page.

E. Navigate to the previous or next page of the document.

F. Enter a numeric grade for the attempt.

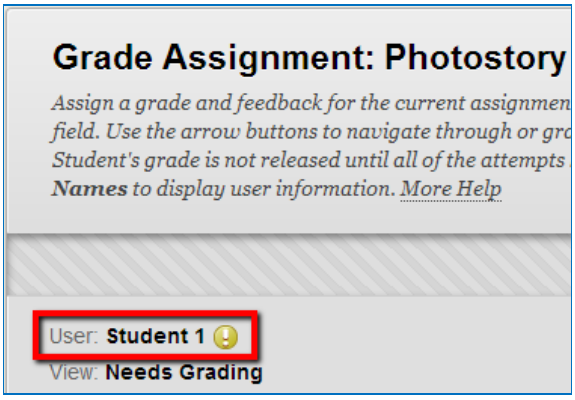
G. Use links to switch between multiple documents submitted for the assignment.

H. Download any document submitted for the assignment.

3. Click the navigational arrows to proceed to the next assessment requiring grading, or click **Exit** to return to the Needs Grading page.

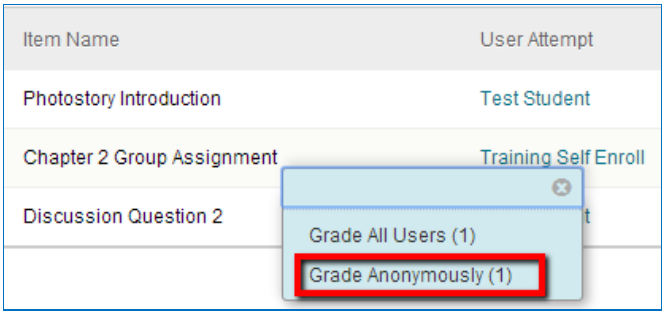
Grading Using Contextual Menus

Using an assignment's contextual menu permits you to **Grade All Users** or **Grade Anonymously**. The latter command does not show the name of the user who submitted the assignment, but substitutes of sequential number. This helps decrease any bias in the grading process.



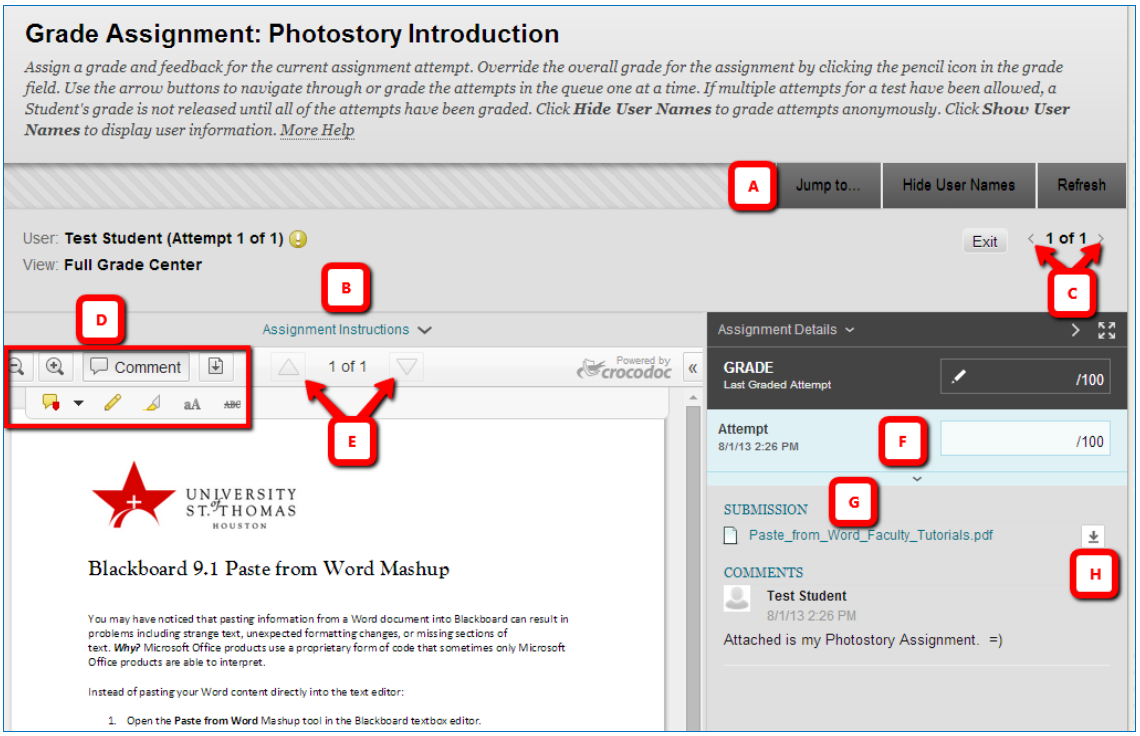
For tests, the contextual menu also includes the commands **Grade Tests by Questions** and **View All Attempts**. Discussions give you the options **Grade All Users**, **View All Activity**, and **Reset All**. For all assessments, the total number of attempts for the selected items is displayed in parentheses.

1. Click the contextual icon (down arrow) next to an uploaded assignment or test to begin grading and reviewing. Click **Grade All Users** or **Grade Anonymously**. A total number of uploaded attempts for that particular assignment will appear in parentheses.



2. On the Grade Assignment page, use the Crocodoc Viewer to add any markup or comments.

   Enter a numeric grade for the attempt. You can also use the Download icon ( ) to save a copy of any documents to your computer.



A. Go to a specific attempt by a specific student.

B. Expand the Instructions pane and view the instructions for the assignment.

C. Move to the previous or next student's submission of this assignment.

D. Zoom in or out, add comments, draw or type remarks directly on the page.

E. Navigate to the previous or next page of the document.

F. Enter a numeric grade for the attempt.

G. Use links to switch between multiple documents submitted for the assignment.

H. Download any document submitted for the assignment.

3. Click the navigational arrows to proceed to the next assessment requiring grading, or click **Exit** to return to the Needs Grading page.