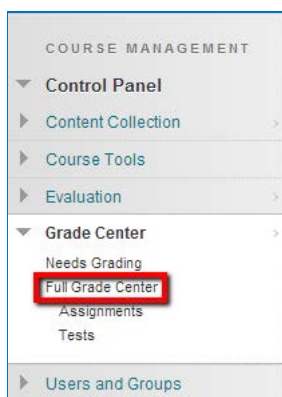


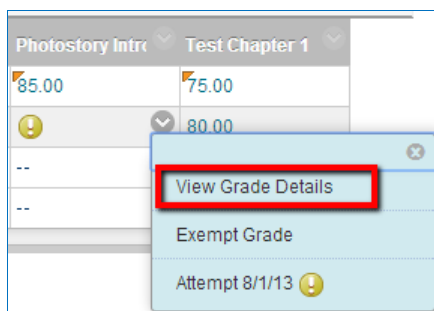
Sending Graded Assignments Back to Students

With Blackboard's inline grading feature, students can view their assignments complete with the Instructor's or Grader's markup within Blackboard. However, if you make your markups in a word processing application or elsewhere outside Blackboard, you can then upload the graded paper as an attachment to an email message to the student.

1. Under Control Panel, click **Grade Center**, then **Full Grade Center**.



2. Point to a cell for an assignment, click the contextual arrow, and select **View Grade Details** from the menu.



3. From the Grade Details Page, click the **View Attempts** button.

User **Test Student (lopezcc_s)** < > Column **Photostory Introduction (Assignment)** < >

Current Grade: Needs Grading ⚠ out of 100 points **Exempt**
 Grade based on Last Graded Attempt
 Due: None
 Calculated Grade
[View Attempts](#)

Attempts Manual Override Column Details Grade History

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Aug 1, 2013 2:26:15 PM	Aug 1, 2013 2:26:15 PM (Needs Grading)	⚠			Grade Attempt Clear Attempt

4. On the Grade Assignment page, click one of the download icons to save copies of any attached documents onto your computer. Different browsers will handle the download differently.

Assignment Instructions ▾

🔍 🔍 Comment [↓](#) ⏪ 1 of 2 ⏩

📎 🖋️ 📄 aA aBc

-OR-

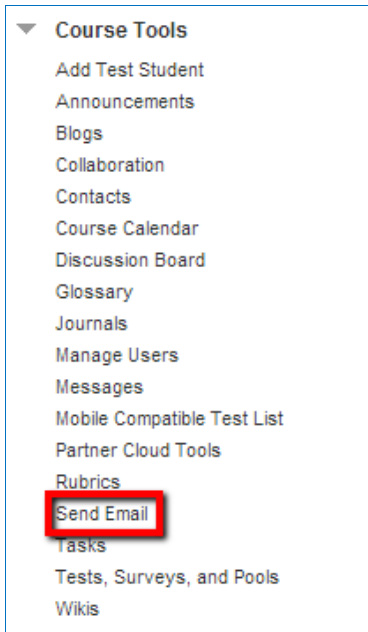
Assignment Details ▾ > ⏏

GRADE /100
 Last Graded Attempt
 Show Group Members ▾

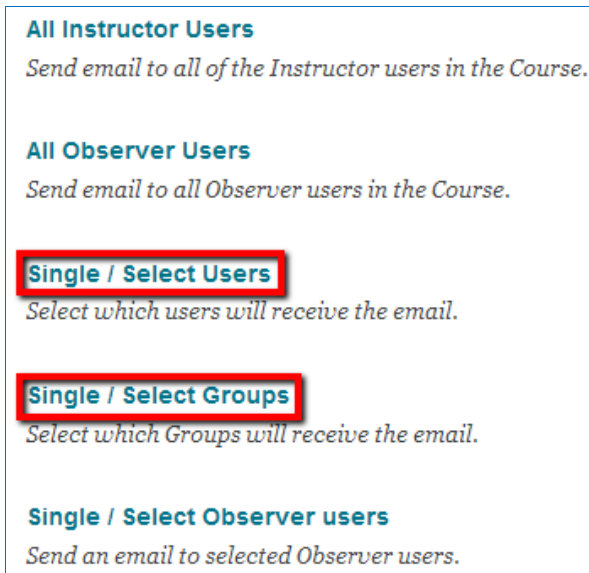
Attempt /100
 4/2/14 10:02 AM

SUBMISSION
 📄 Populating your Class in Turnitin.docx [↓](#)

5. After making any comments in a word processing application, send the document to the student as an attachment through the Send Email tool. Begin by clicking **Send Email** in the Course Tools section of the Control Panel.



6. On the Send Email page, click either **Single/Select Users** or **Single/Select Groups**, depending on whether an individual or a group submitted the documents.



7. This will open an email page that allows you to select Recipients (no cc or bcc), enter a Subject, and type a message. Click the **Attach a file** link to add the annotated document. Browse the file system for the document you downloaded earlier.

1. Email Information

To

Available to Select	Selected
Student, Test	Collins, David
Student, Test	Giles, Michelle
Student, Test	Lopez, Cynthia
Student, Test	

Invalid Email: Training01, Training

From: David Collins (collindb@sthom.edu)

Subject: Group Assignment 2

Message

Here is your document with comments added. Please make the necessary corrections.

Path: p Words: 12

A copy of this email will be sent to the sender.

Return Receipt

Attachments [Attach a file](#)

8. Click **Submit** to send the message with the attachment.

2. Submit

Click Submit to proceed. Click Cancel to quit.