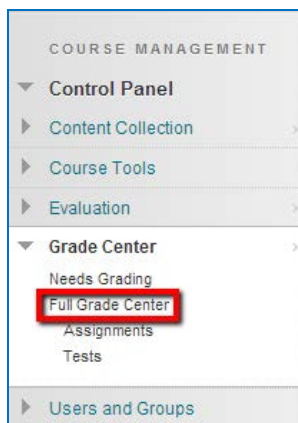


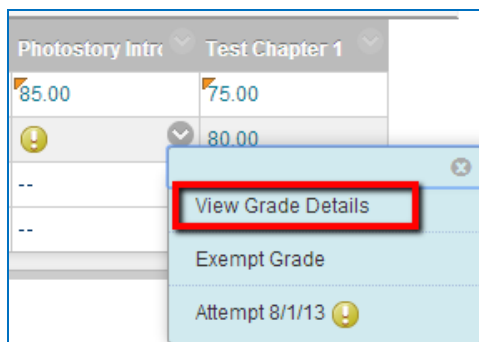
Grading Individual Assignments

Grading Assignments in Blackboard allows the instructor to evaluate the performance of the students and provide feedback online.

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

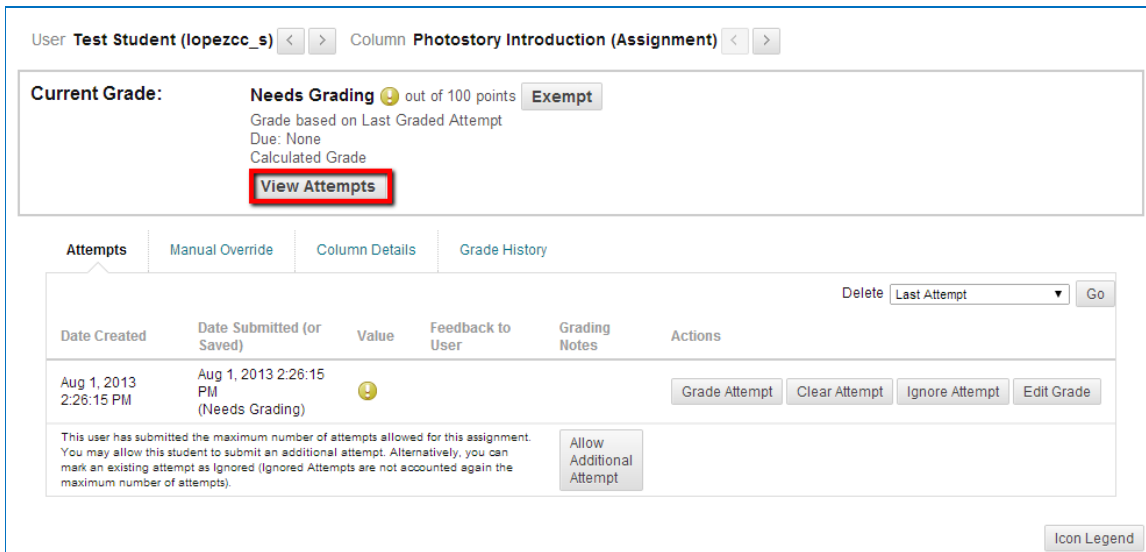


2. Point to a cell for a student's assignment, click the contextual arrow, and select **View Grade Details** from the menu.

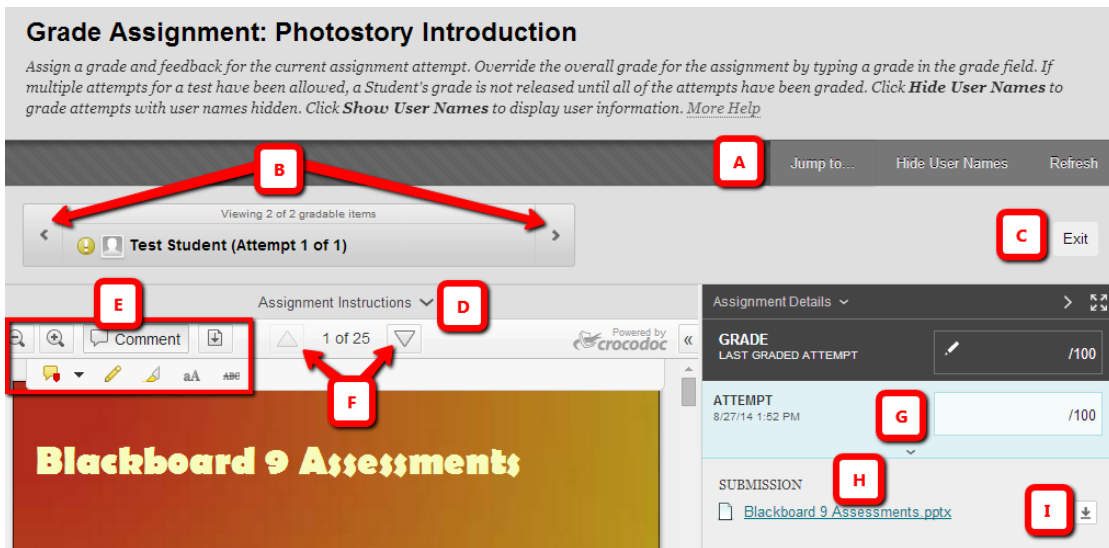


NOTE: You can also click the **Attempt (date)** command on the menu to bypass the Grade Details page and proceed directly to the assignment. The Grade Details page will display the history of all attempts so far for any assignment that allows multiple attempts.

- From the Grade Details page, click the **View Attempts** button.



- On the Grade Assignment page, make use of the following tools:



- Action Bar buttons: Go to a specific attempt by a specific student; hide or show user names in the navigation box; refresh the screen in case new attempts have been submitted.
- Move to the previous or next student's submission of this assignment, and save any changes to the current grade.
- Exit the Grade Assignment page and return to Needs Grading.
- Expand the Instructions pane and view the instructions for the assignment.
- Zoom in or out, add comments, draw or type remarks directly on the page.

- F. Navigate to the previous or next page (or slide) of the document.
 - G. Enter a numeric grade for the attempt.
 - H. Use links to switch between multiple documents submitted for the assignment.
 - I. Download any document submitted for the assignment.
5. Use the navigational arrows to go to the next student's submission, or click **Exit**.