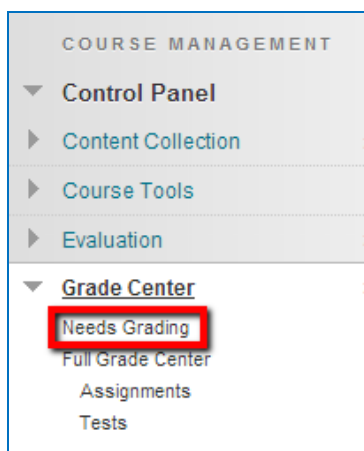


## Needs Grading

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.

**Needs Grading**

*Instructors can view attempts ready for grading or review on the **Needs Grading** page. Click **Grade All** to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)*

**Grade All** Click to begin grading all assignments in the queue. **Filter**

Category: All Categories | Item: All Items | User: All Users | Date Submitted: Any Date |  |  Click Filter to display the search pane, and enter criteria to filter the list.

3 total items to grade.

Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Photostory Introduction	<a href="#">Test Student</a>	August 1, 2013 2:26:15 PM	
Discussion	Discussion Question 2	<a href="#">Test Student</a>	March 31, 2014 3:20:29 PM	
Assignment	Chapter 2 Group Assignment	<a href="#">Training Self Enroll</a>	April 2, 2014 10:02:55 AM	

Displaying 1 to 3 of 3 items |  |

Click a User Attempt link to view a specific submission. Click a column header to sort by that field.

## 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.

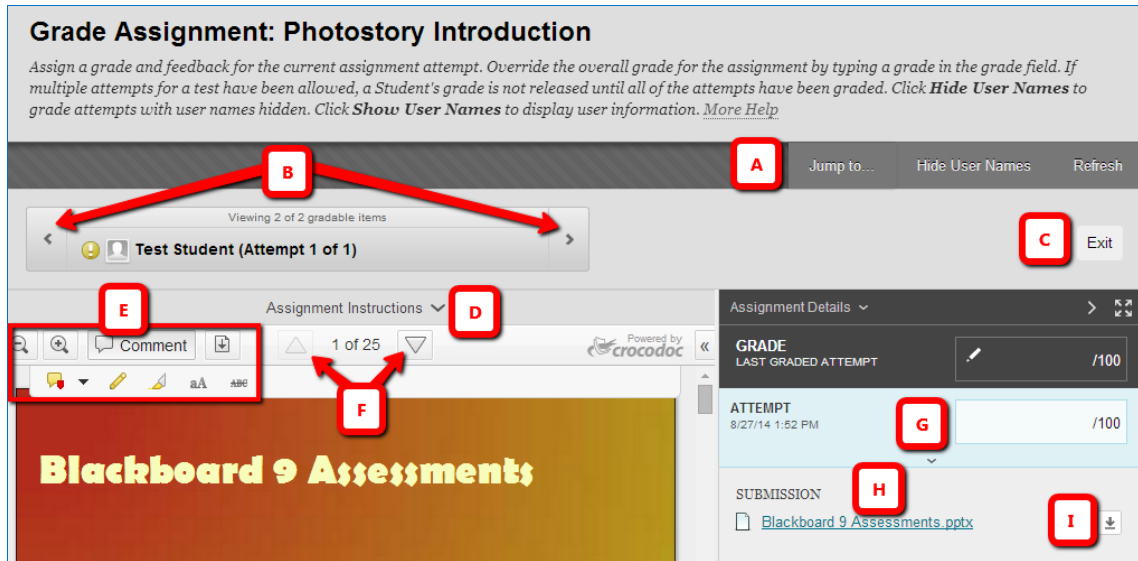
**Needs Grading**

*Instructors can view attempts ready for grading or review sort columns or apply filters to narrow the list. [More Help](#)*

**Grade All**

3 total items to grade.

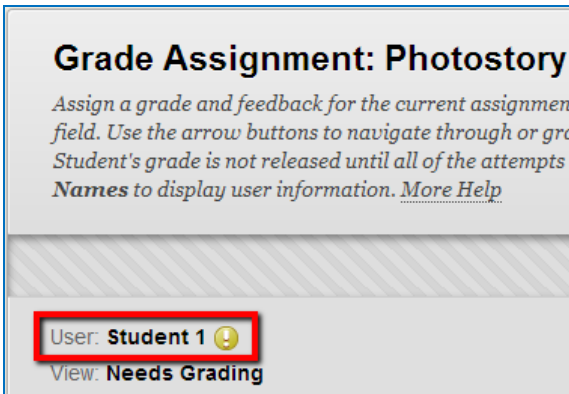
2. On the Grade Assignment page, use the Crocodoc Viewer to add any markup or comments. Enter a numeric grade for the attempt. You can also use the Download icon () to save a copy of any documents to your computer.



- A. 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.
  - B. Move to the previous or next student's submission of this assignment, and save any changes to the current grade.
  - C. Exit the Grade Assignment page and return to Needs Grading.
  - D. Expand the Instructions pane and view the instructions for the assignment.
  - E. 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.
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 a 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 with User Names Hidden**. A total number of uploaded attempts for that particular assignment will appear in parentheses.

2 total items to grade.

Category	Item Name	User Attempt
Assignment	Chapter 2 Group Assignment	Group 1
Assignment	Photostory Introduction	Test Student

Grade All Users (1)

**Grade with User Names Hidden (1)**

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.

**Grade Assignment: Photostory Introduction**

Assign a grade and feedback for the current assignment attempt. Override the overall grade for the assignment by typing a grade in the grade field. If multiple attempts for a test have been allowed, a Student's grade is not released until all of the attempts have been graded. Click **Hide User Names** to grade attempts with user names hidden. Click **Show User Names** to display user information. [More Help](#)

Jump to... Show User Names Refresh

Viewing 1 of 1 gradable items

Student 1 (Hide User Names is enabled) Exit

Assignment Instructions

Assignment Details

GRADE  
LAST GRADED ATTEMPT /100

ATTEMPT  
8/27/14 1:52 PM /100

SUBMISSION  
Blackboard 9 Assessments.pptx

**Blackboard 9 Assessments**

**NOTE:** The interface is very much the same as in the previous illustration.

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

Jump to... Show User Names Refresh

Exit