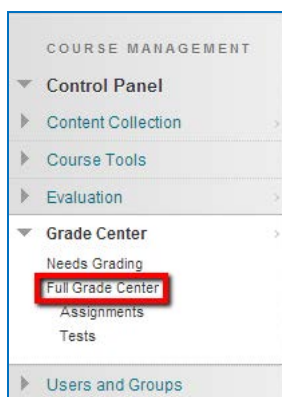


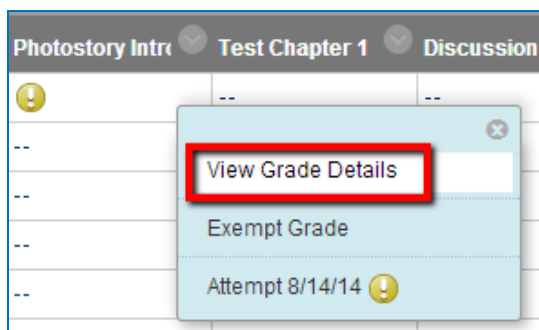
## Sending Graded Assignments Back to Students

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 **David Collins\_PreviewUser (collindb\_previewuser)** < > 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 Learner	Grading Notes	Actions
Aug 14, 2014 3:52:17 PM	Aug 14, 2014 3:52:17 PM (Needs Grading)	🟡			Delete: Last Attempt [Go] Grade Attempt Clear Attempt Ignore Attempt Edit Grade

This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt. Alternatively, you can mark an existing attempt as Ignored (Ignored Attempts are not counted against the maximum number of attempts).

Allow Additional Attempt

- 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 🗨️

-OR-

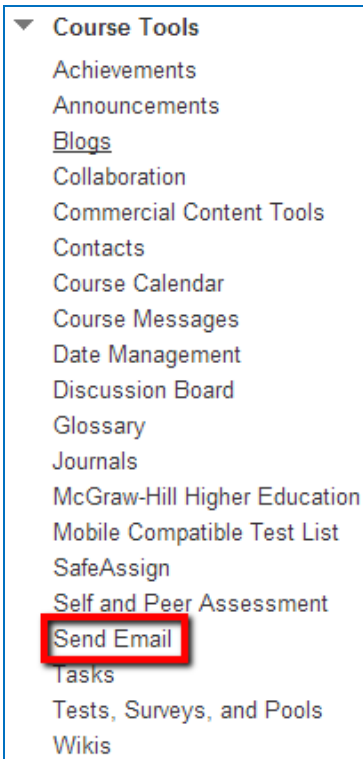
Assignment Details ▾ > 🗑️

**GRADE**  
LAST GRADED ATTEMPT [✎] /100

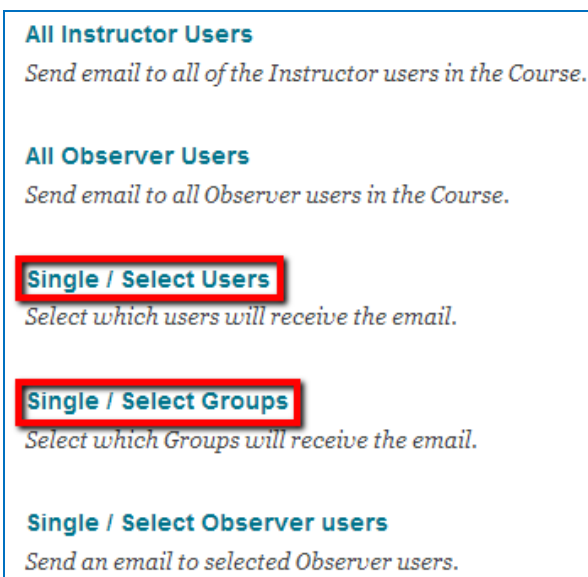
**ATTEMPT**  
8/14/14 3:52 PM [ ] /100

**SUBMISSION**  
📄 [Chap 2.ppt](#) 📄 ⬆️

- 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.

**EMAIL INFORMATION**

**\* To**

Available to Select	Selected
Student, Test	Student, Test
Student, Test	Student, Test
Student, Test	Student, Test

**From** David Collins (collindb@stthom.edu)

**Subject**

**Message**

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Text Color, Background Color, Undo, Redo, Link, Unlink, Table, Table Border, HTML, CSS, and a status bar showing Path: p and Words:0.

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

Attachments

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