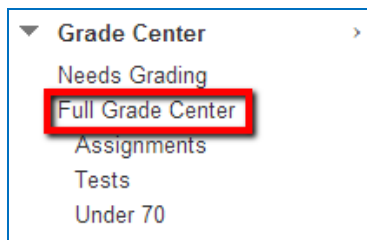




Viewing Individual Assignments

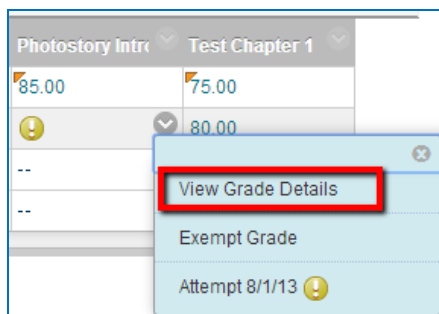
After a student has completed and uploaded an assignment, navigate through Grade Center to view the attempt, add feedback or comments, and assign a grade. If an assignment is waiting to be graded, Grade Center will display a Needs Grading icon (🚩) in the cell corresponding with the submission.

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



NOTE: Click the *Assignments Favorite* link to view the Grade Center filtered down to columns for Assignments only, or **Needs Grading** to view the list of all assignments requiring attention from the Instructor.

2. Point to a cell in the Grade Center grid, 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.

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

Delete Last Attempt ▾ Go

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 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 accounted again the maximum number of attempts).

Allow Additional Attempt

Icon Legend

- The Grade Assignment page will display the student's document submitted for the assignment in the Crocodoc Viewer. In the right pane there are places to
 - view the grade of the previous attempt;
 - enter a grade for this attempt;
 - download the file for offline grading; and
 - view the comments (if any) that the student included with the upload.
- There are also buttons to navigate to other students' attempts or other assignments that need grading.

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... Hide User Names Refresh

Viewing 2 of 2 gradable items

Test Student (Attempt 1 of 1) Exit

Assignment Instructions 1 of 25

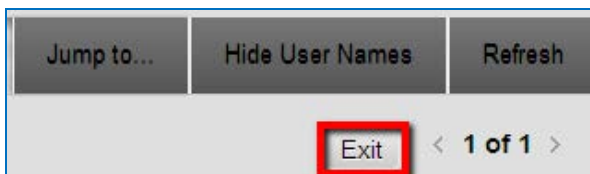
Assignment Details

GRADE LAST GRADED ATTEMPT /100

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

SUBMISSION Blackboard 9 Assessments.pptx

- 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.
6. Click the **Exit** button to return to the Grade Details page.



See the *Grading Assignments* tutorials for more details on grading.