

Blackboard Learn: How to Grade an Assignment online?



For assignments submitted using the Blackboard Assignment tool, you can mark it entirely online with the **inline Grading** tool.

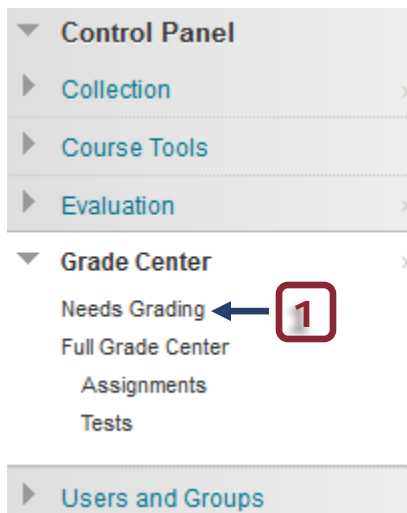
Learning outcomes

After following the steps in this document, you will be able to:

- Use the Inline Grading tool
- Grade an assignment and give a feedback

Access submitted assignments

1) When students submit assignments, you can access them directly from **Needs Grading** under the **Grade Centre** tab:



2) All the assignments submitted are regrouped by category. You can **grade all the assignments** submitted at once or select them by item (name) or users (students). As soon as these assignments are graded, they are removed from the list.

Grade All

Category: Assignment, Item: All Items, User: All Users, Date Submitted: Any Date

Go

Enter dates as mm/dd/yyyy

3 total items to grade.

Category	Item Name	User Attempt	Date Submitted
Assignment	Report 4	Abdul H. (DEMO) Kane	December 12, 2014 12:02:27 PM
Assignment	Report 5	Abdul H. (DEMO) Kane	December 12, 2014 12:02:37 PM
Assignment	Report 6	Abdul H. (DEMO) Kane	February 9, 2015 10:35:52 AM

3) If you select directly an assignment, you will be able to evaluate all the students who have submitted the same assignment. You can **grade all users** or **grade with Uses Names Hidden**.

Category	Item Name	User Attempt
Assignment	Report 4	Abdul H. (DEMO) Kane
Assignment	Report 5	(DEMO) Kane

Grading actions for Report 4

- Grade All Users (1)
- Grade with User Names Hidden (1)

4) If you click directly on a student name, you will be able to evaluate the student's attempt.

Category	Item Name	User Attempt
Assignment	Report 4	Abdul H. (DEMO) Kane ← 4

Note: You can also access the Grade Assignment page from the Full Grade Centre.

1) Place the mouse over a specific cell and click on the button. In the drop down menu, select an **Attempt** or **View Grade Details**.

Grade Information Bar

Last Name	First Name	Report 4	Report 5	Report 6
Bradley	Colette	--	--	--
Kane	Abdul H. (DEMO)	! (dropdown)	!	Satisfaisant

Selected Rows: 0

Move To Top Email

View Grade Details
Exempt Grade
Attempt 12/12/14 !

1

2) If you select **View Grade Details**, Click on **View Attempts** to access the Grade Assignment page.

User Abdul H. (DEMO) Kane (e241854_demo) < > Column Report 4 (Assignment) < >

Current Grade:

Needs Grading ! Exempt

Grade based on Last Graded Attempt

Due: None

Calculated Grade

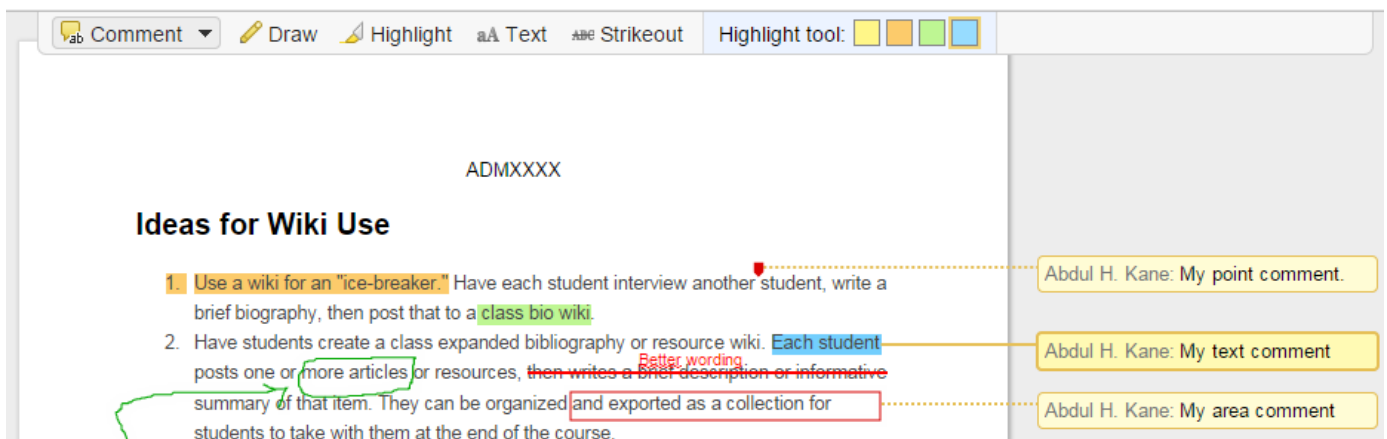
View Attempts ← 2

Adding Comments to an Assignment

Once you click on **Attempts** or **View Attempts**, you access the grading sheet with a preview of the document submitted on the left side that allows you to add comments.

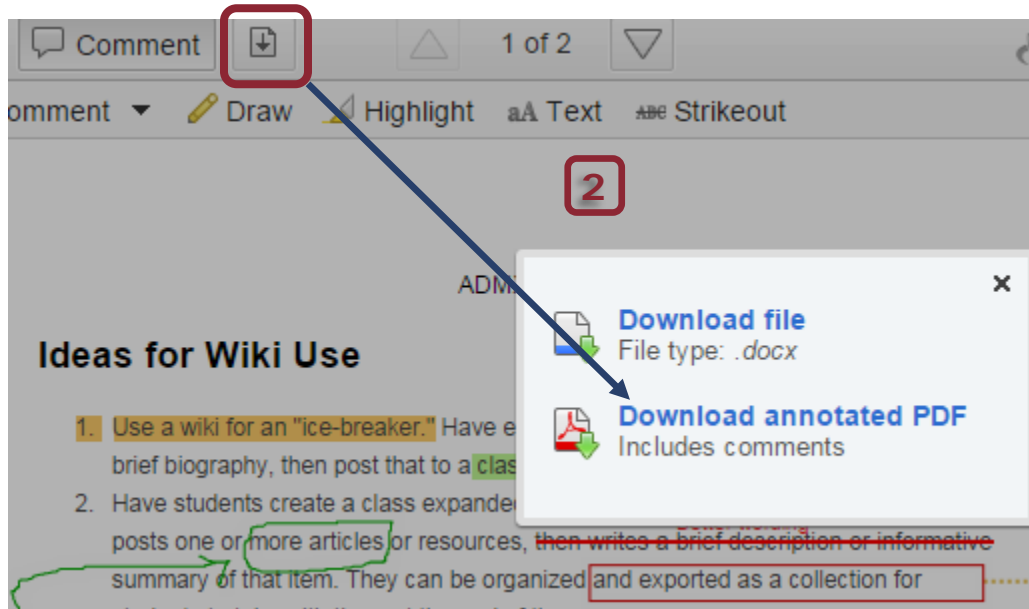


- 1) Use the **inline grading tool** that includes the following features (Word, PowerPoint, Excel and PDF files only). Add text comments with highlighting, drawing, strikeout etc.

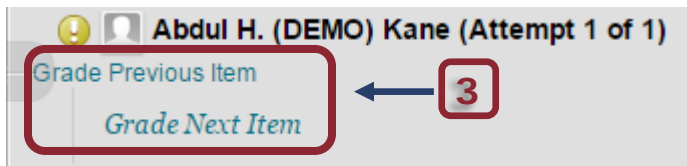


*** Please note that the system gives automatically the name of the marker. If your teaching assistant or grader enters feedback, his/her name will appear on the assignment, as well as yours if you decide for example to reply to the feedback (see above).**

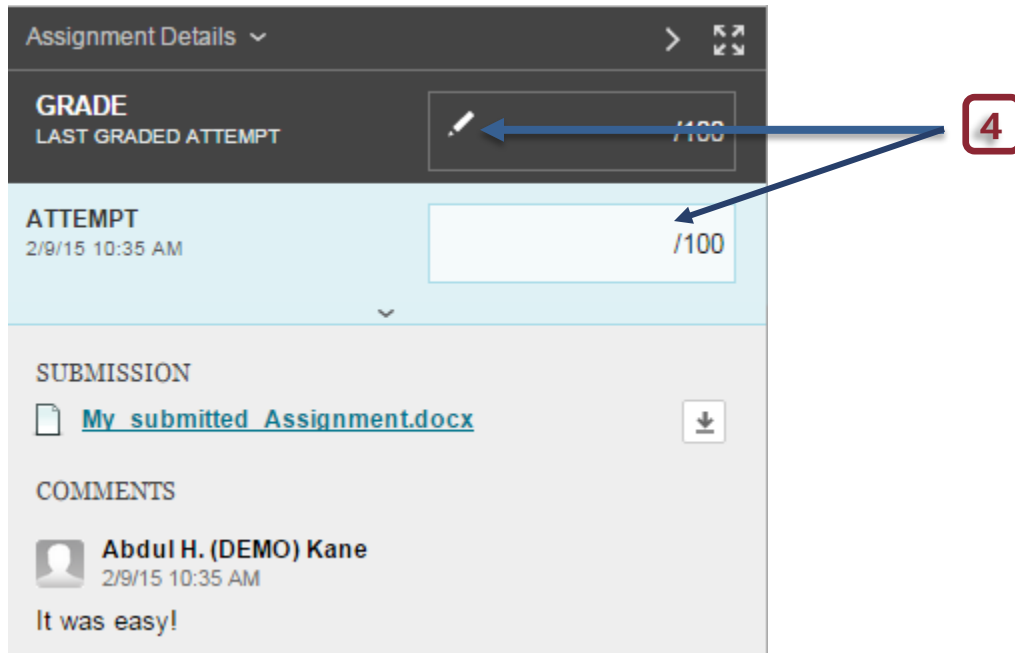
2) You can **download the annotated assignment as a PDF**. Ensure to **select Acrobat Reader** to display the document with the comments:



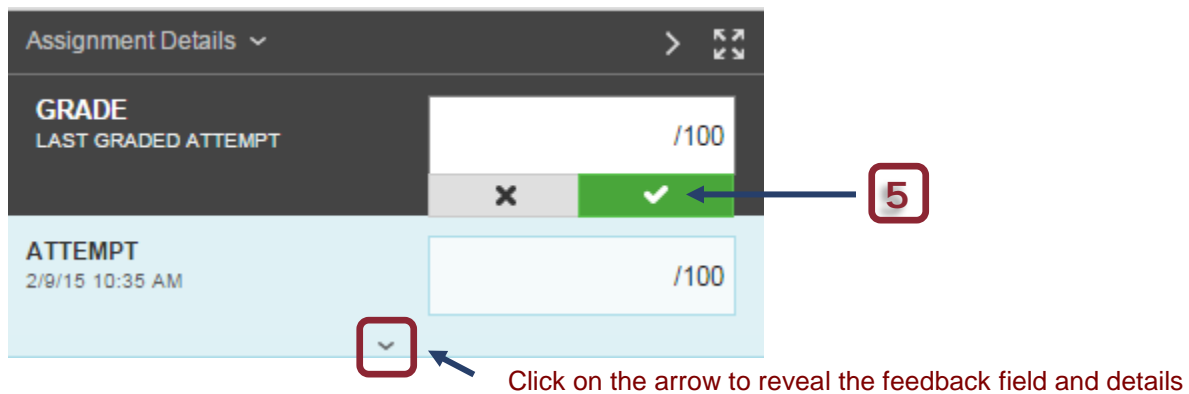
3) You can **move from one assignment to another** one (see below).



4) Click directly on the pen to enter a grade for the **Last graded attempt** or type a grade for the **Attempt**.



5) **Save** the grade.



Assignment Details ▾

GRADE
LAST GRADED ATTEMPT

/100

✕ ✓

ATTEMPT
2/9/15 10:35 AM

/100

GRADE BY RUBRIC

MEDIA EXPLORATION RUBRIC Used for Grading

FEEDBACK TO LEARNER

[Rubrics.docx](#)

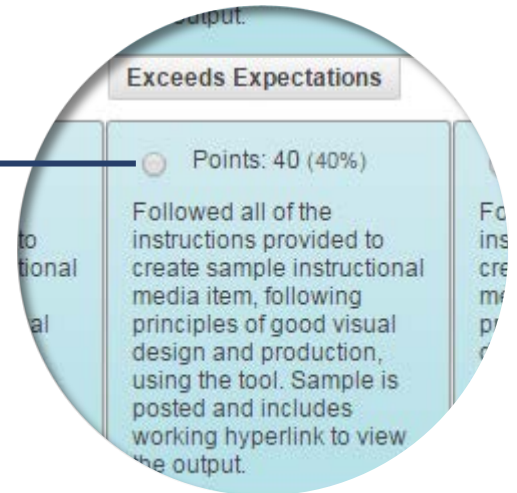
You can provide students with general feedback regarding the assignment and attach a file with your comments.

📎 A

[Add Notes](#) Grading notes for the marker.

Cancel Save Draft **Submit**

If you added a **rubric** to the assignment, you can use it to grade a student or group work.



Submit to complete the grading. **The grade will be available to students.**

You should see this message :

Success: Grade submitted.

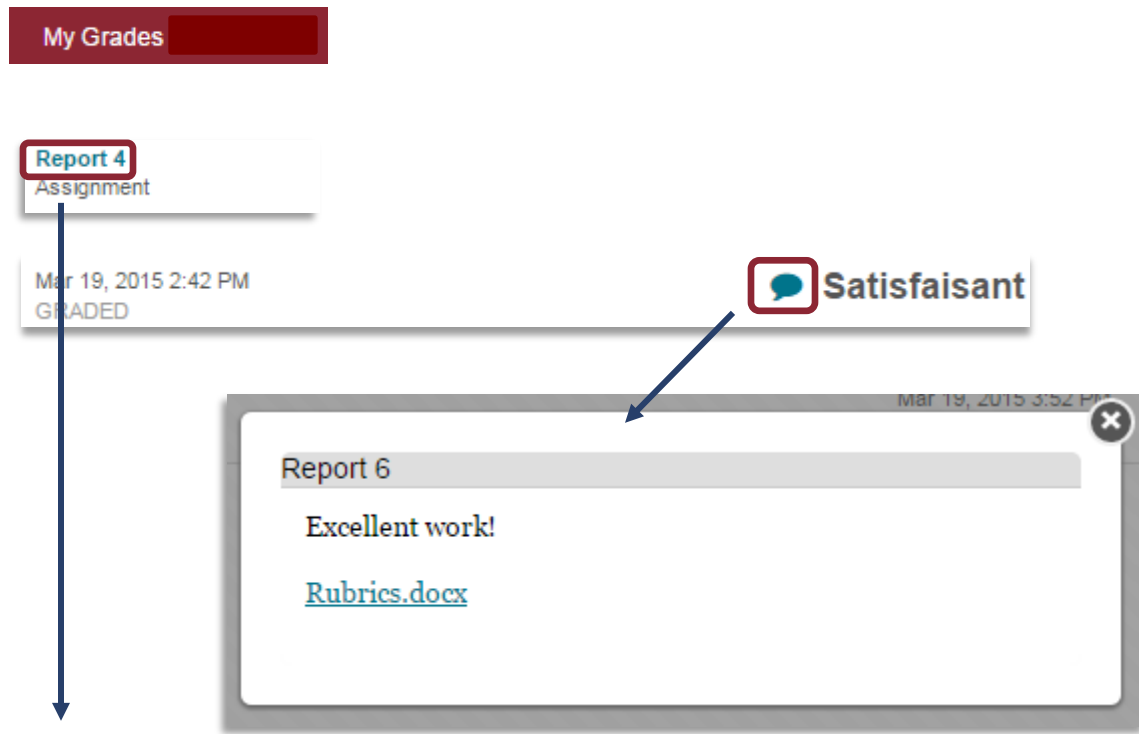
Viewing 1 of 1 gradable items

✓ **Abdul H. (DEMO) Kane (Attempt 1 of 1)**

[Grade Previous Item](#)

[Grade Next Item](#)

This is what the students will see in “**My grades**” :



Comments & Markups	Assignment Details
<p>Page 1</p> <p>1. Use a wiki for an "ice-breaker." Abdul H. Kane - a month ago</p> <p>My point comment. Abdul H. Kane - a month ago</p> <p>class bio wiki Abdul H. Kane - a month ago</p> <p>Each student Abdul H. Kane - a month ago My text comment Abdul H. Kane - a month ago</p> <p>"Better wording" Abdul H. Kane - a month ago</p> <p>Drawing Abdul H. Kane - a month ago</p> <p>then writes a brief description or informative Abdul H. Kane - a month ago</p>	<p>GRADE LAST GRADED ATTEMPT</p> <p>100/100</p> <p>ATTEMPT 2/9/15 10:35 AM</p> <p>100/100</p> <p>GRADE BY RUBRIC</p> <p><u>MEDIA EXPLORATION RUBRIC</u> Used for Grading</p> <p>FEEDBACK TO LEARNER</p> <p>Excellent work!</p> <p><u>Rubrics.docx</u></p>

Need help?**Abdul Kane***Instructional Designer*Desmarais hall, **Office 5128**(613) 562-5800 **(8639)**abdul.kane@telfer.uOttawa.ca**Or Call : 613) 562-5800 (6555)**

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[Computer Assistance Request Form](#) (Choose
Blackboard/Virtual Campus in the menu)