

Blackboard Learn:

How to Grade an Assignment offline?



For assignments submitted using the Blackboard Assignment tool, you can mark it offline by downloading all the assignments in your computer and open it with Word or Adobe Acrobat.

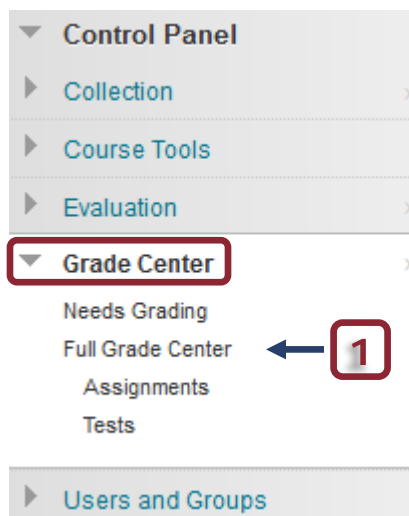
Learning outcomes


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

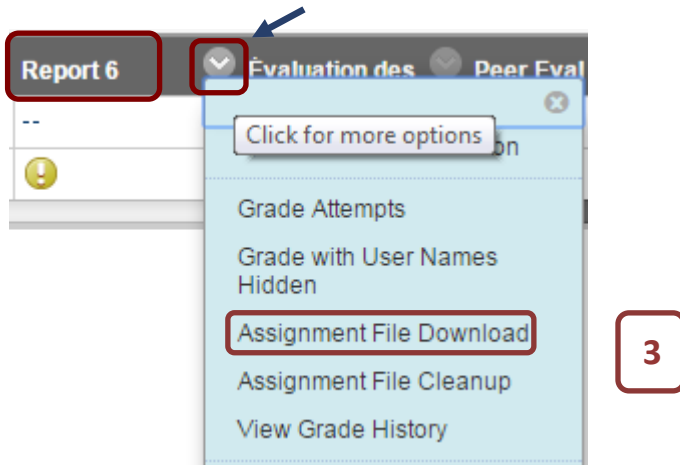
- Download all the assignments in your computer
- Grade the assignment offline
- Upload the assignment in Blackboard and give a feedback

Accessing the Grade Assignment Page

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



2. Click the assignment column's **Action link**  to access the contextual menu.
3. Select **Assignment File Download**.



4. On the **Download Assignment** page, select the student submissions to download, or **select the check box in the header bar** to choose all available submissions.

1. Select Users

<input checked="" type="checkbox"/>	Name ▲	Date
<input checked="" type="checkbox"/>	Kane, Abdul H. (DEMO)	Monday, November 10, 2014 2:53:41 PM EST

5. Click **Submit**.
6. On the next **Download Assignment** page, click the **Download assignments now** link.

Download Assignment: Fall Term Final Report

The assignments have been packaged [Download assignments now. \(10 KB\)](#)
 Tuesday, November 11, 2014 11:08:27 AM EST

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7. In the pop-up window, select **Save File** and click **OK**.
8. Browse to the location where you want to download the file, and then click **Save**.
9. To return to the **Grade Center**, click **OK** on the **Download Assignment** page.

Note: When using the **Assignment File Download** function, Usernames are included automatically in the file names for easy identification. However, files downloaded one by one from the Grade Assignment page will not include the usernames. **To avoid confusion, Instructors should specify that Students use a detailed file name that includes their name and last name (Name_LastName_Exam1.pdf) when submitting assignments.**

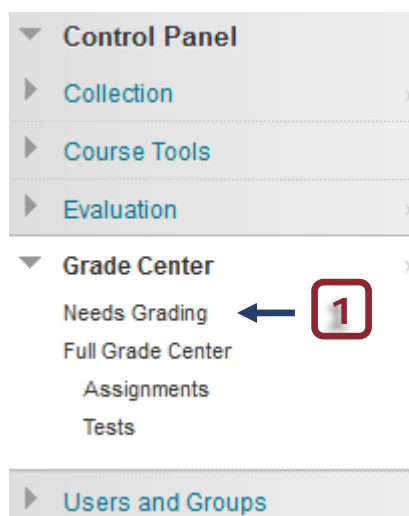
If a Student has added an attachment, the downloaded zipped file may contain two files for each student: the attached file as well as a file produced by the Grade Center that contains information about the submission and any information that the Student provided in the Text Editor or Comment areas of the assignment. Both files will have the Student's Username included in the file name for easy identification.

After reviewing submissions offline

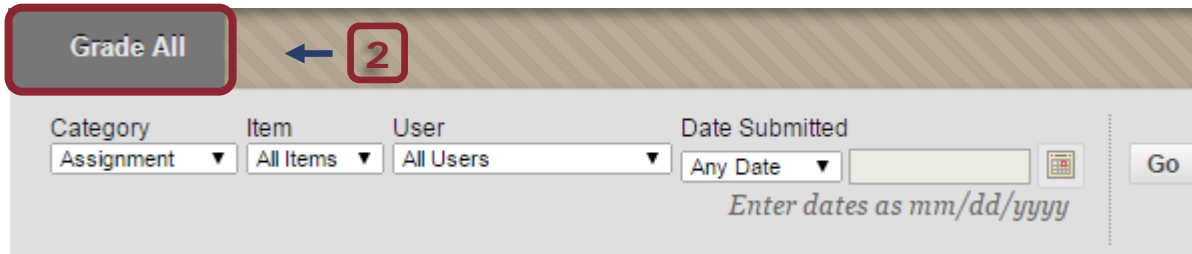
Upload the files

After reviewing submissions offline, you can provide grades and comments in the Grade Center. **You will have to upload files for each student.**

1) Go back to the Grade Center, click **Needs for Grading**.



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

Enter dates as mm/dd/yyyy

Go

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 grade 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)

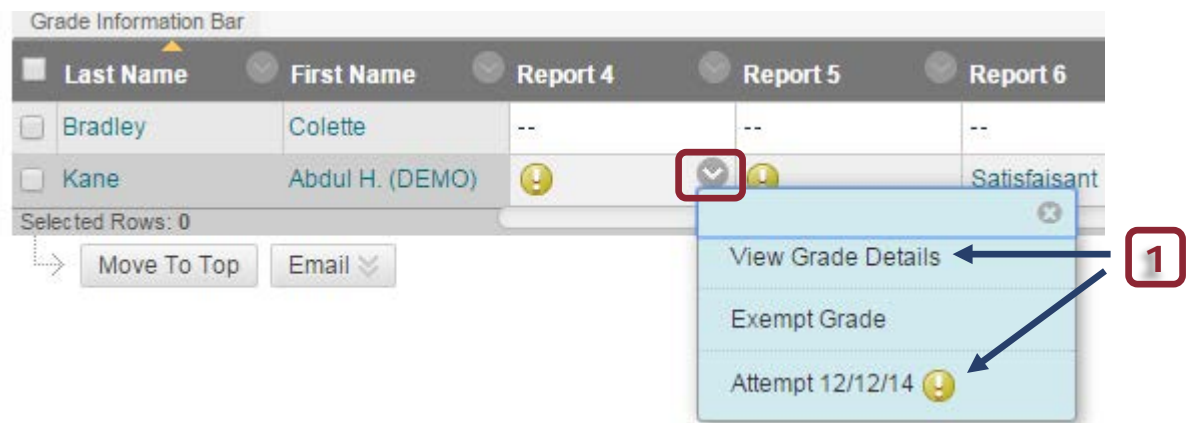
Grade with User Names Hidden (1)

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

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 **View Grade Details** or select **Attempt**.



2) If you select the **Grade details** page, 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

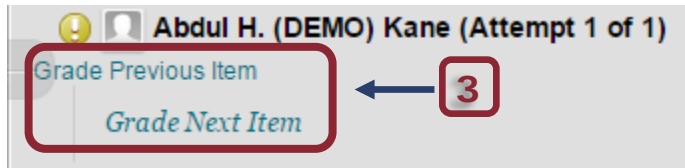
Due: None

Calculated Grade

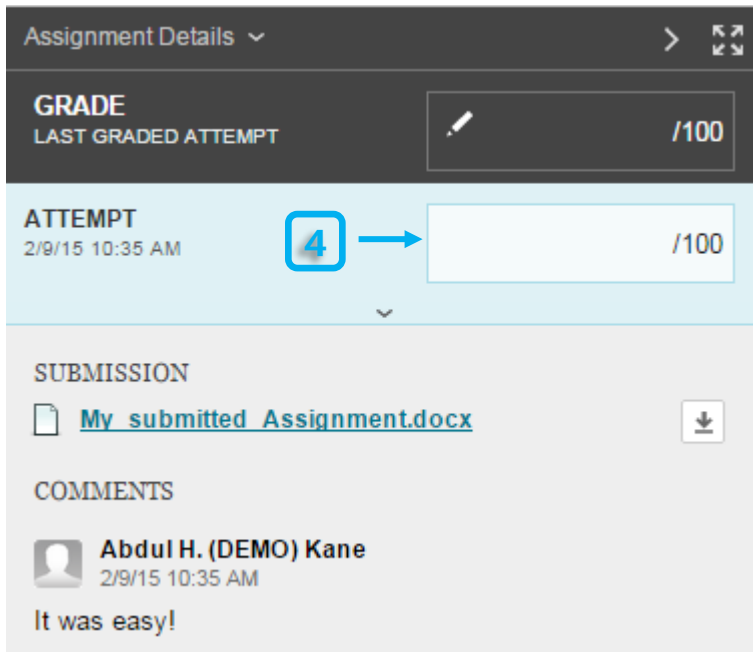
View Attempts

2

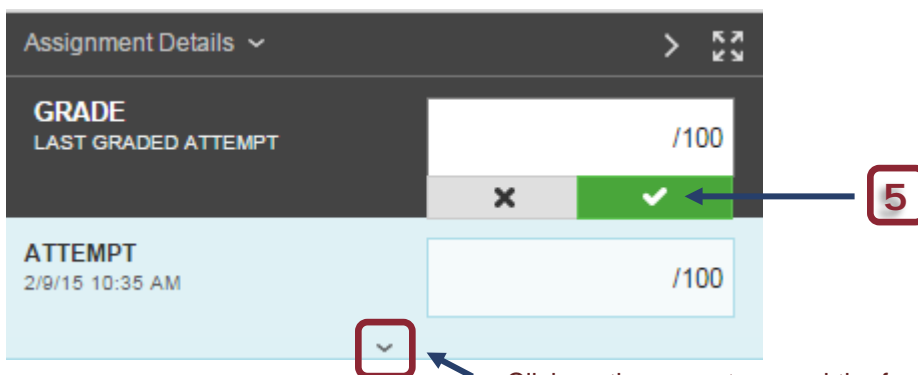
1) You can **move from one assignment to another** one (see below).



4) Click directly on the pen to enter a grade.



5) **Save** the grade.



Click on the arrow to reveal the feedback field and details

Assignment Details >

GRADE
LAST GRADED ATTEMPT /100

ATTEMPT
12/12/14 12:02 PM 100/100

FEEDBACK TO LEARNER

[Graded_assignment_Abdul_Kane.docx](#)
[Rubrics.docx](#)
Excellent work!

[Add Notes](#)

[Cancel](#) [Save Draft](#) **Submit**

SUBMISSION

[This is my report-Abdul-Kane-coop.docx](#)

Grade given for the attempt.

You can provide students with general feedback regarding the assignment and attach the files graded offline.

Submit to complete the grading. The grade and files 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” :

My Grades

Report 4

Assignment

Mar 19, 2015 2:42 PM
GRADED

Satisfaisant

Report 6

Excellent work!

[Rubrics.docx](#)

Comments & Markups

Page 1

1. Use a wiki for an "ice-breaker."

Abdul H. Kane - a month ago

My point comment.

Abdul H. Kane - a month ago

class bio wiki

Abdul H. Kane - a month ago

Each student

Abdul H. Kane - a month ago

My text comment

Abdul H. Kane - a month ago

"Better wording"

Abdul H. Kane - a month ago

Drawing

Abdul H. Kane - a month ago

~~then writes a brief description or informative~~

Abdul H. Kane - a month ago

Assignment Details

GRADE

LAST GRADED ATTEMPT

100/100

ATTEMPT

2/9/15 10:35 AM

100/100

GRADE BY RUBRIC

[MEDIA EXPLORATION RUBRIC](#)

Used for Grading

FEEDBACK TO LEARNER

Excellent work!

[Rubrics.docx](#)

Need help?

Abdul Kane

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Or Call : 613) 562-5800 (6555)

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136, Jean-Jacques Lussier Ottawa ON K1N 6N5

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