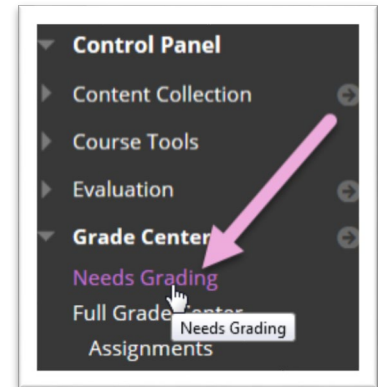


GRADING ASSIGNMENTS

When you create an assignment, a column is added automatically to the Grade Center. An assignment that has been submitted, but not graded, is indicated with an exclamation mark in the Grade Center—the needs grading icon.

The **Needs Grading** page in Blackboard will also bring up a listing of all outstanding gradable items that have been submitted. To access the Needs Grading page:



1. Expand the **Grade Center** option in the Control Panel and click on **Needs Grading**.
2. A listing of all items in need of grading for all students will appear. To grade a student's attempt for an assignment, **click on their name** in the **User Attempt** field of the **Needs Grading** table.

4 total items to grade.

CATEGORY	ITEM NAME	USER ATTEMPT	DATE SUBMITTED	DUE DATE
Participation	Module 1 Discussion: Getting to Know Each Other	Carrie Teststudent	July 18, 2019 12:30:53 PM	
Participation	Module 1 Discussion: Getting to Know Each Other	Millie Teststudent	July 23, 2019 2:04:58 PM	
Assignment	Project Paper	Carrie Teststudent	September 3, 2019 1:18:20 PM	

A pink arrow points to the 'Carrie Teststudent' name in the 'User Attempt' column of the third row. A tooltip below the name reads 'Grade attempt for Carrie Teststudent'.

This will bring up the student's submission. Below are the key elements of this screen.

A screenshot of the Blackboard submission viewer. Three pink callouts with arrows point to specific features: (1) 'box' logo and drawing/commenting tools; (2) left and right navigation arrows; (3) a chevron icon to expand the grading panel. The submission text includes a SafeAssign plagiarism report showing an 82% overall match.

Inline Viewer Buttons (1): The inline viewer is a bit limited in the functions you can perform, but it does allow for drawing and commenting directly on the submission.

Grade Next Item (2): The arrows to the left and right of the current student submission can be used to navigate through all submissions that need grading.

Expand Grading Panel (3): Click the chevron indicated by the arrow to expand the Grading Panel where you can add feedback.

3. With the Grading Panel Expanded, you can perform the following functions:

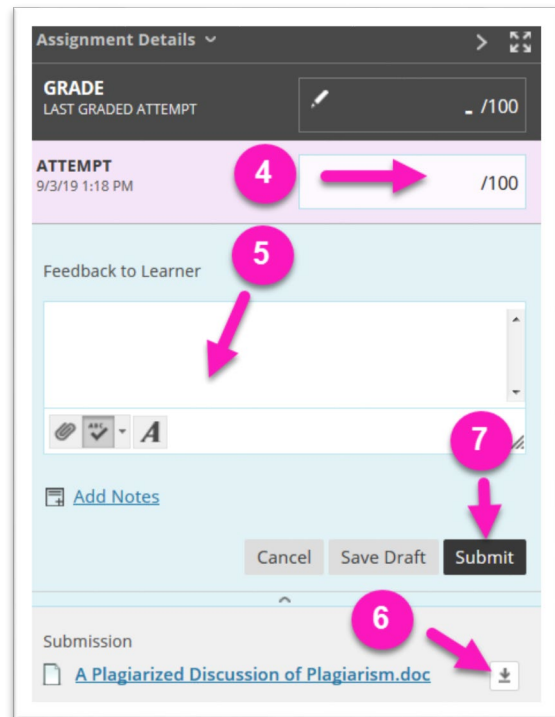
Grade the Attempt (4)

Provide Feedback to the Student (5)

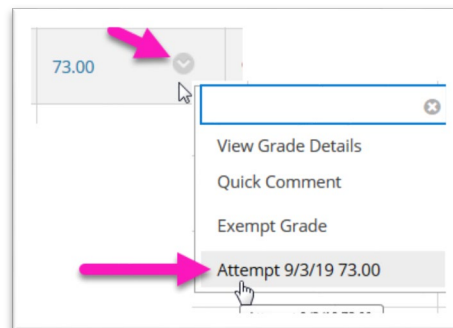
Download the Student's Submission (6)

Submit the Grade to the Grade Center (7)

Note: This area would also be used to grade using an attached rubric or access the SafeAssign Originality Report.



When you are done, you will see that the grade has been entered into the Grade Center. If you need to edit the grade or access the feedback you initially provided, you can click on the chevron next to the grade in the Grade Center and click on the attempt that appears in the shortcut menu.



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