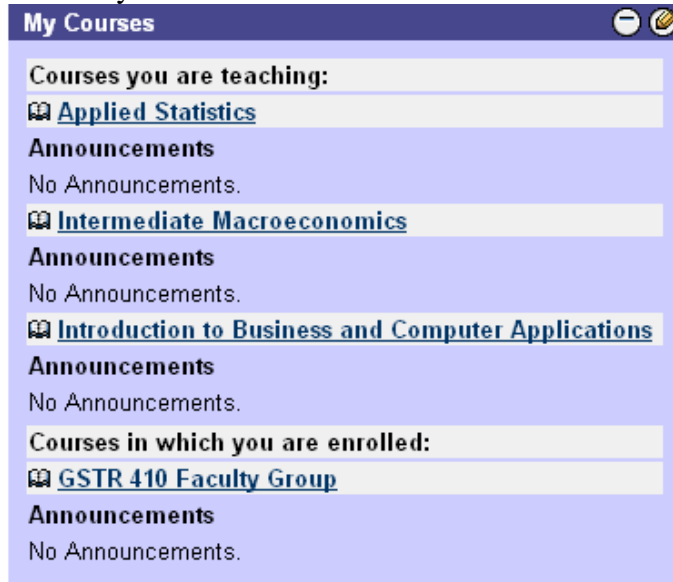


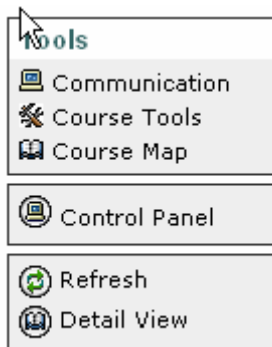
Grading in Blackboard

Dan Vazzana

1. After logging into Blackboard, find the appropriate course towards the upper right hand side under “My Courses.”



2. Under tools click on Control Panel



3. Under Assessment click Gradebook



- Find the homework you want to grade. In this example, Student 2's HW0 will be graded. Select the ! for Student 2 in the HW0 column.

Gradebook View Spreadsheet

 Add Item  Manage Items  Gradebook

Sort Items by F

Name (Last, First)	HWO Assignment Pts Possible 10 Weight 0%	HW 1 Assignment Pts Possible 10 Weight 8%
Student 1	-	-
Student 2	!	!
Student 3	!	!

- After selecting the !, click the View button.

User Name	Item Name	Item Date	Last Submitted/Modified	Grade	Points Possible:	Average Score	Weight:	
Student 2	HWO (Assignment)	January 30, 2006	Saturday, February 4, 2006 7:59:47 PM	!	10	10	0	<input type="button" value="View"/>

- There are three areas of the next page of interest to you.

- Assignment Information: The directions from the professor

Assignment Information

Name HWO


Instructions Please type your name in a Microsoft Word Document. Save it, and attach it to this homework for full credit.

Clear Attempt Click this button to clear this attempt.

- User Work: For students to complete their homework, they will have, entered their homework into a text box (User Comments), attached a file (User Files), or both. (In the case of BUS 125, they will have attached their homework.)

2 User's Work

User's Comments homework:
name in a word document.

User's Files  [HWO.doc](#)

3. Feedback to User: This is where you give the grade and feedback.

3 Feedback to User

Grade out of 10.0

Comments

Attach local file

Currently Attached Files:

When grading you can

- a. Download the student's file to your computer, place comments in the file, and then attach the file back to the student's homework. In this case you would click on HWO.doc from Section 2. Give feedback in this Word file (or whichever type of file has been submitted). Save it to your computer. Then in Section 3 (Feedback to User), you would select the Browse button and select the file you wish to attach.

- b. Alternatively you could simply fill out the comments section in Section 3

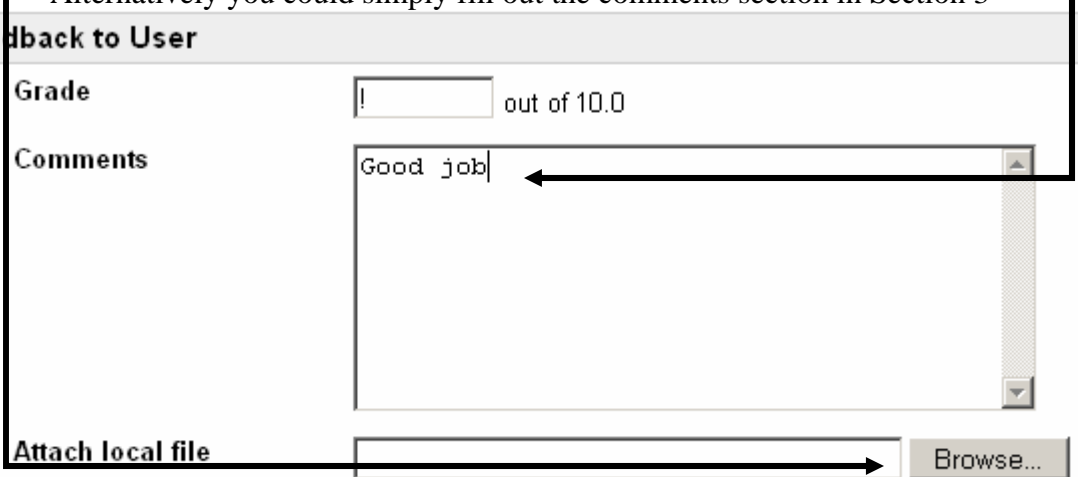
3 Feedback to User

Grade out of 10.0

Comments

Attach local file

Currently Attached Files:



Either way, when you are finished, replace the ! with a grade.

7. Finally select submit. You will see the screen below.

Grade Assignment: HW0

The assignment has been updated.

Tuesday, February 14, 2006 8:54:38 AM EST

OK

8. Select Ok

9. You will then return to the screen from Step 5.

User Name	Item Name	Item Date	Last Submitted/Modified	Grade	Points Possible:	Average Score	Weight:	
Student 2	HW0 (Assignment)	January 30, 2006	Saturday, February 4, 2006 7:59:47 PM	10	10	10	0	View

User's Comments homework: name in a word document.

Feedback to User Good job

Instructor Notes

Cancel Submit

10. Click Submit



Grade Updated

Grade successfully updated.

Tuesday, February 14, 2006 10:46:25 AM EST

OK

11. Click Ok. You are back at the gradebook to start grading the next assignment.

Name (Last, First)	HW0	HW 1	HW 2	HW 3
	Assignment Pts Possible 10 Weight 0%	Assignment Pts Possible 10 Weight 0%	Assignment Pts Possible 10 Weight 0%	Assignment Pts Possible 10 Weight 0%
Student 1	-	-	-	-
Student 2	10	!	!	!