



## Assignments: Grading

To view this video or to view any of our other Blackboard for Instructor videos, click [here](#). For assistance with Blackboard, please contact your school's Academic Technology Support Specialist (each school's email address can be found [here](#)).

### Navigating the Grade Assignment Page

To grade an assignment, access the student attempt through **Need's Grading** or **Full Grade Center**. You will land on the **Grade Assignment** page.

a. **Action Bar**

- ◆ **Jump to:** Navigate to other attempts using the arrows next to a user's name.
- ◆ **Hide User Names:** Hide user names so that you can grade anonymously to eliminate grading bias for high-stake assignments.

b. **Grade Next Item:** Jump to another attempt to view or grade.

c. **Assignment Instructions:** Expand the assignment instructions.

d. **Grading Screen:** View submitted files here (Word, PowerPoint, Excel, or PDF). If a student has uploaded an unsupported file, you are prompted to download it.

e. **Inline Viewer Toolbar:** Click **Comment** to display annotation tools.

f. **Grading Sidebar:** Grade the submission here.

**Grade Assignment: Mid-Term Paper**  
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 3 of 3 gradable Items  
Velma Dinkley (Attempt 1 of 1)  
Grade Previous Item  
Grade Next Item

Assignment Instructions

Comment

Draw Highlight Text Strikeout

THR 111: Experiences in Theatre  
Fazakerley

Death of a Salesman Worksheet

1. Do you think the play is closer to the climactic (linear) structure, or episodic structure?  
(Or somewhere in the middle?)

I think the play had an episodic structure because the story took place in different blocks of time that overlapped to accommodate the main story line. While the main story followed Willy in his older age with his family falling apart, it also flashed back to the times in the past where he was happy, moments that indicated the future disintegration of his family, and times with his brother Ben.

Assignment Details

GRADE  
LAST GRADED ATTEMPT /150

ATTEMPT (LATE)  
6/10/15 12:15 PM /150

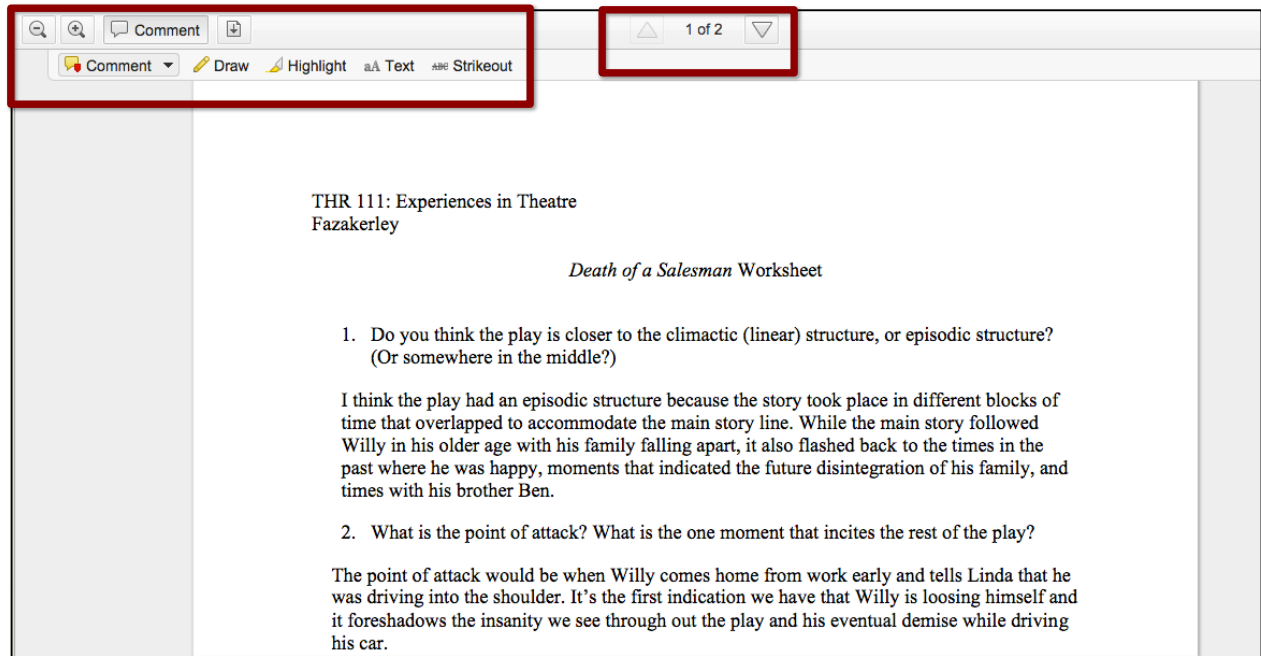
SUBMISSION  
Midterm paper.docx



## Inline Viewer Toolbar

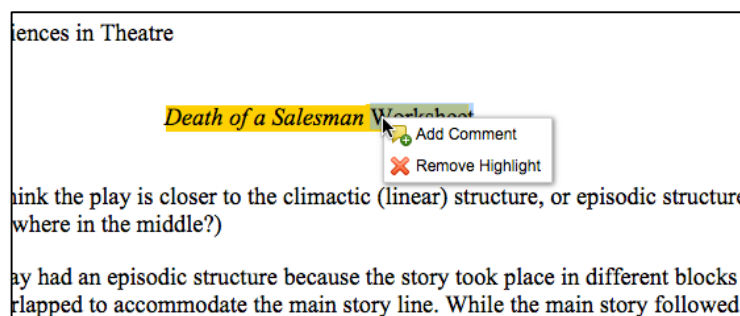
### Commenting and Annotation Tools

Click **Comment** to display the annotation tools. You can comment, highlight, draw, strikeout, and zoom in and out. You can add comments and annotations wherever you need to in the assignment. Use the arrow keys to view other pages.



### Removing Annotations

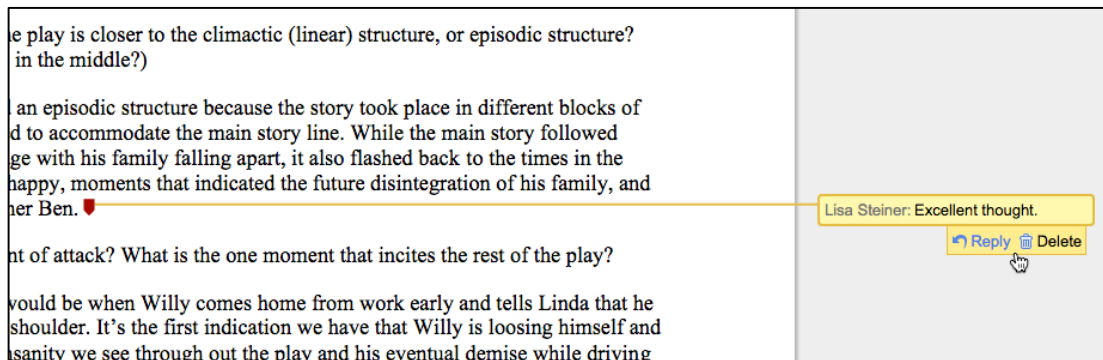
Remove an annotation, such as highlighting, by right-clicking the annotation and selecting **Remove Highlight**. This works the same for all types of annotations.





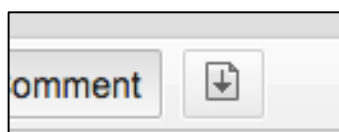
## Removing Comments and Replying

Remove a comment by pointing to the yellow comment and selecting **Delete**. Click **Reply** to add additional comments.



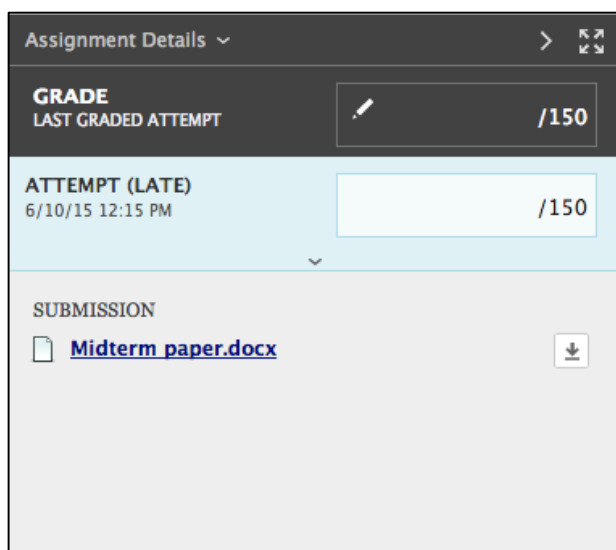
## Downloading a File

You can download a copy of the file after you annotate it by clicking the down arrow icon.



## Grading Sidebar

In the grading sidebar, grade the submission. You can also view the assignment details, the grading rubric, and other attempts for this assignment by the same user. After assigning a grade, return to this screen to review the grade and comments. Click the pencil icon to override the grade.

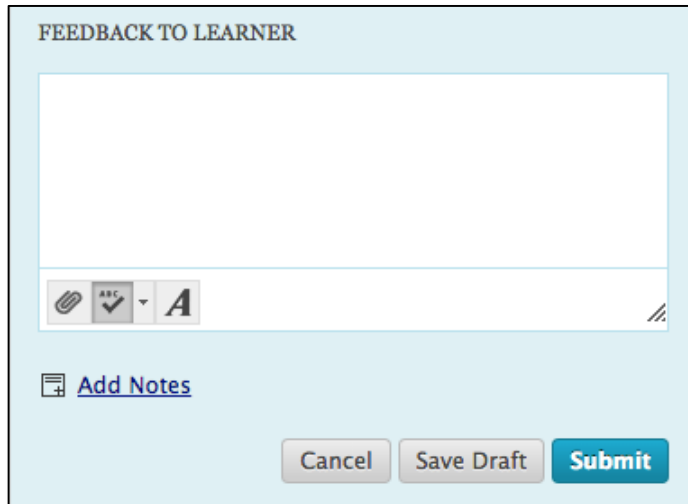




## Providing Feedback

Under the feedback section, give suggestions, encouragement, and overall comments about the submission. Click the A icon to open the content editor to format your comments, attach a file, and check your spelling.

Click **Add Notes** to add private notes and files that only you can see. For example, keep track of a student's progress during a revision process and refer to your notes when assigning the final grade.



## Saving the Original File

To save the original file to your computer without the annotations you made, click the down arrow icon. This is useful if you would like to annotate the assignment in Microsoft Word. If you do this, upload the file so the student can download and view it by clicking the paperclip icon shown above.

