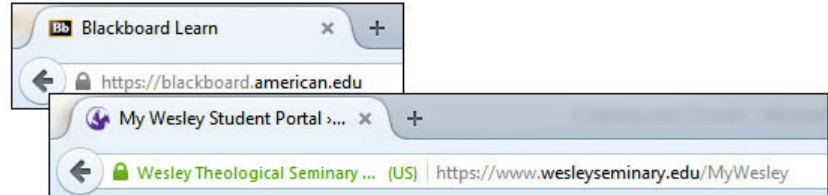
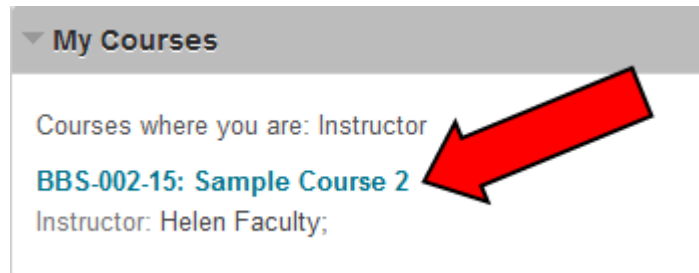


Grading Assignments

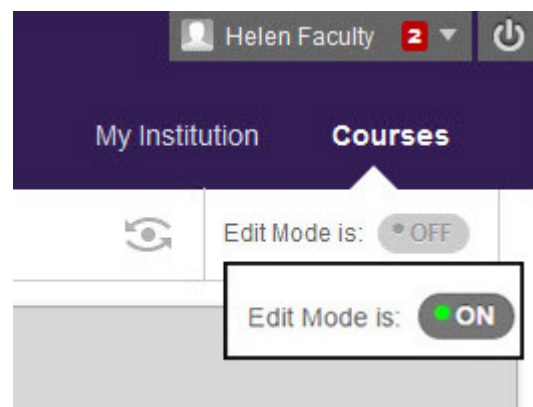
1. Navigate to Blackboard then enter your username and password. You can do this either through MyWesley or Blackboard.wesleyseminary.edu



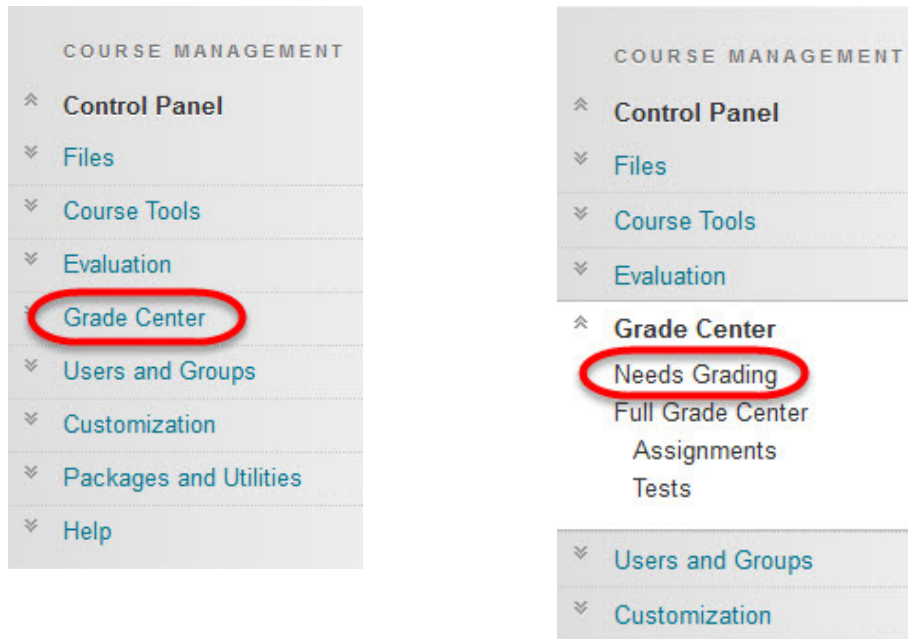
2. Enter the course containing items needing to be graded.



3. Make sure Edit Mode is **ON**



4. On the Course Management Menu, **click Grade Center**, then click **Needs Grading**.



5. A list of all student submissions for this assignment will show, along with the dates and times the assignments were submitted. Click on the name of the first student you want to grade.

Needs Grading

Grade All

Category	Item	User	Date Submitted
All Categories	All Items	All Users	Any Date

4 total items to grade.

Category	Item Name	User Attempt	Date Submitted
Assignment	Essay One	Dora Marquez	June 1, 2015 9:42:00 AM
Assignment	Essay One	Bruce Wayne	June 1, 2015 10:17:45 AM
Assignment	Essay One	Boots Monkey	June 1, 2015 10:18:20 AM
Assignment	Essay One	Jerrica Benton	June 1, 2015 10:20:42 AM

-
6. The paper will show in the center area of the screen under Assignment Instructions. Under Assignment Details on the right, you will add the numerical grade.

The screenshot shows the Blackboard interface for grading an assignment titled "Grade Assignment: Essay One". At the top, there are navigation options: "Jump to...", "Hide User Names", and "Refresh". Below this, a user selection bar shows "Dora Marquez (Attempt 1 of 1)" with an "Exit" button. The main content area is split into two panels. The left panel, titled "Assignment Instructions", contains a paragraph of text: "During the growth of civilization there were many people all around the world who began to develop a more sophisticated way of life from the days of the caveman. This development brought thought, and from that a great world was born, which slowly evolved to what we now know. As people began to question life and why they are here on earth certain questions about religion arose; these questions led to the start of many different and equally unique religions. There are many similarities between the religions of the world, but there is one major aspect of Christianity that sets it far apart from any other religion, and that is Christ. Christ, or Jesus (what ever one wishes to call him) is the greatest prophet that ever walked the earth. He is the incarnated God." The right panel, titled "Assignment Details", shows the grading interface. It includes a "GRADE" section with a pencil icon and a score of "/100" for the "LAST GRADED ATTEMPT". Below that is an "ATTEMPT" section for "6/1/15 10:33 AM" with a score of "/100" and a downward arrow. At the bottom is a "SUBMISSION" section with a document icon, the filename "Assignment 1.docx", and a download icon.

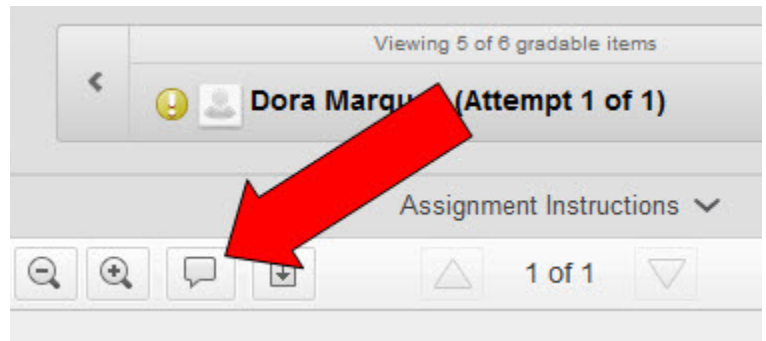
-
7. You can either grade the paper through Blackboard, or download the paper and grade.

To Download the paper and grade, click the small downward pointing arrow next to Submission.

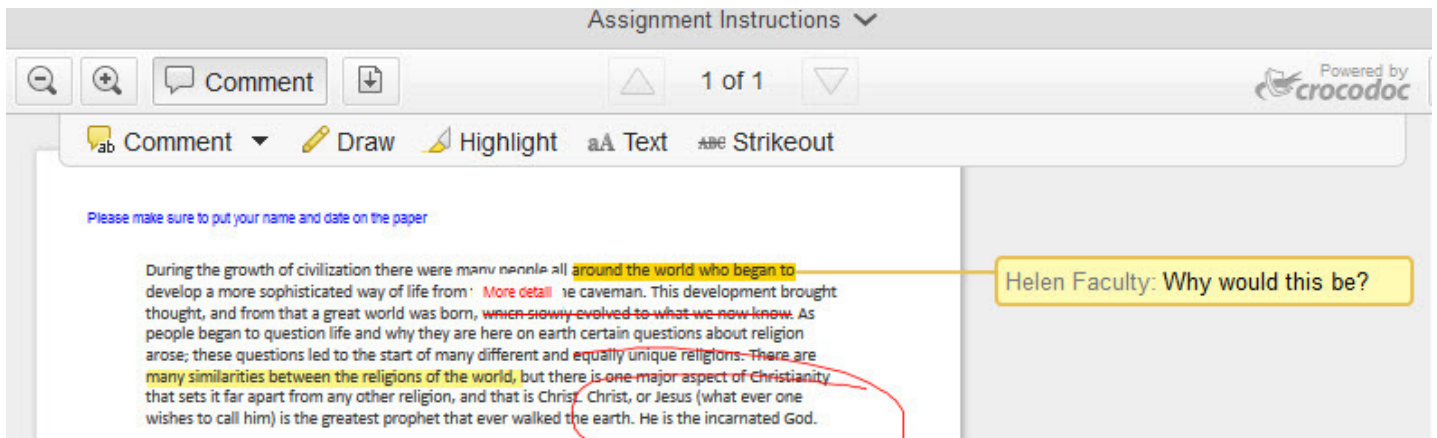
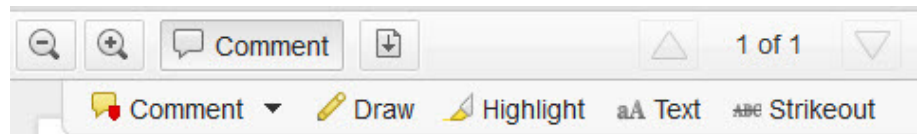
The paper will download to your computer and you can open it in Word. Grading through Blackboard gives more options than using Track Changes in Word.

This is a close-up screenshot of the "Assignment Details" panel from the previous image. It shows the "GRADE" section with a pencil icon and a score of "/100". Below it is the "ATTEMPT" section for "6/1/15 10:33 AM" with a score of "/100" and a downward arrow. At the bottom is the "SUBMISSION" section with a document icon, the filename "Assignment 1.docx", and a download icon. A large red arrow points to the download icon.

8. If you would like to grade in Blackboard, you can turn on commenting features by clicking the conversation bubble under Assignment Instructions.



9. Once you click **Comment**, you will have a host of other options that you can use to give students feedback on their work. The image below shows use of some of the commenting tools provided.



10. Once you have added all of the feedback on the paper that you would like, you must enter a numeric grade to proceed. To do so, click once inside the box next to **Attempt**, and type in the number. You may also enter any other feedback that you want to communicate to students under **Feedback to Learner**.

Once you are finished grading, click **Submit** in the lower right of the Grade box to save. The system will automatically move to the next student submission that needs grading

Assignment Details >

GRADE
LAST GRADED ATTEMPT /100

ATTEMPT
6/1/15 10:33 AM **82/100**

FEEDBACK TO LEARNER
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).
Please see paper for detailed feedback.

Attachments, Checkmark, A

[Add Notes](#)

Cancel Save Draft **Submit**



If you have any questions or problems, please contact Blackboard Support at extension 6091, 202.885.6091, or email us at edtech@wesleyseminary.edu