

## Grading Group Assignments Intermediate

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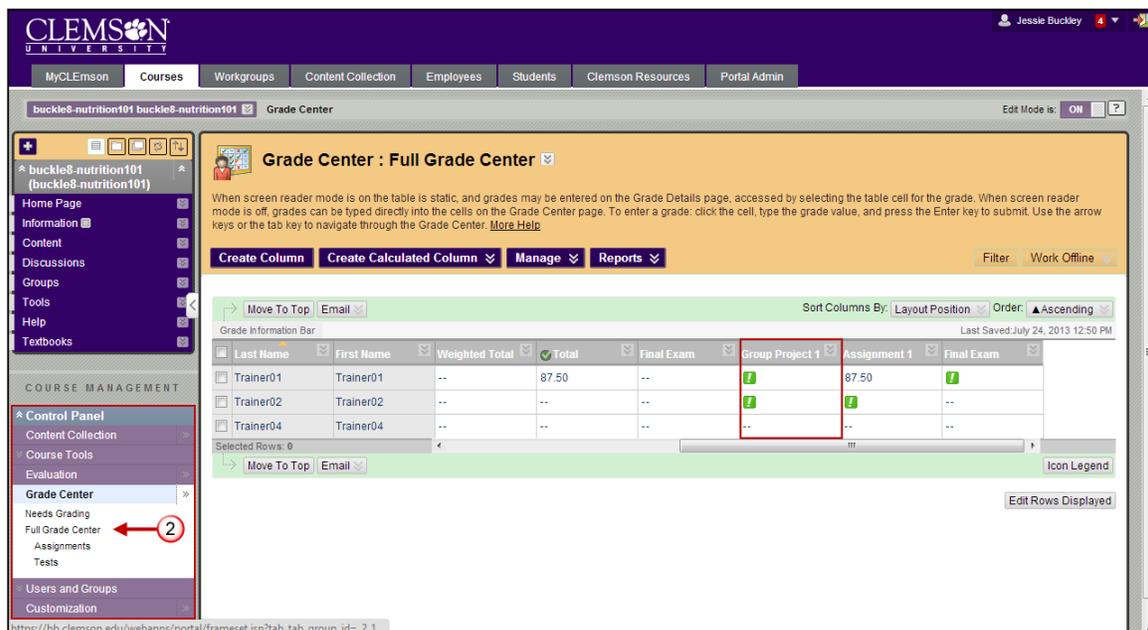
After receiving and reviewing submissions from Group Assignments, Instructors can grade and offer comments on the submissions. The grade and comments are then returned to the entire Group.

Grades for Assignments are entered in the corresponding Column and row in the Grade Center or from the Grade Detail page.

### Grading a Group Assignment with Single Attempt

To grade a Group Assignment:

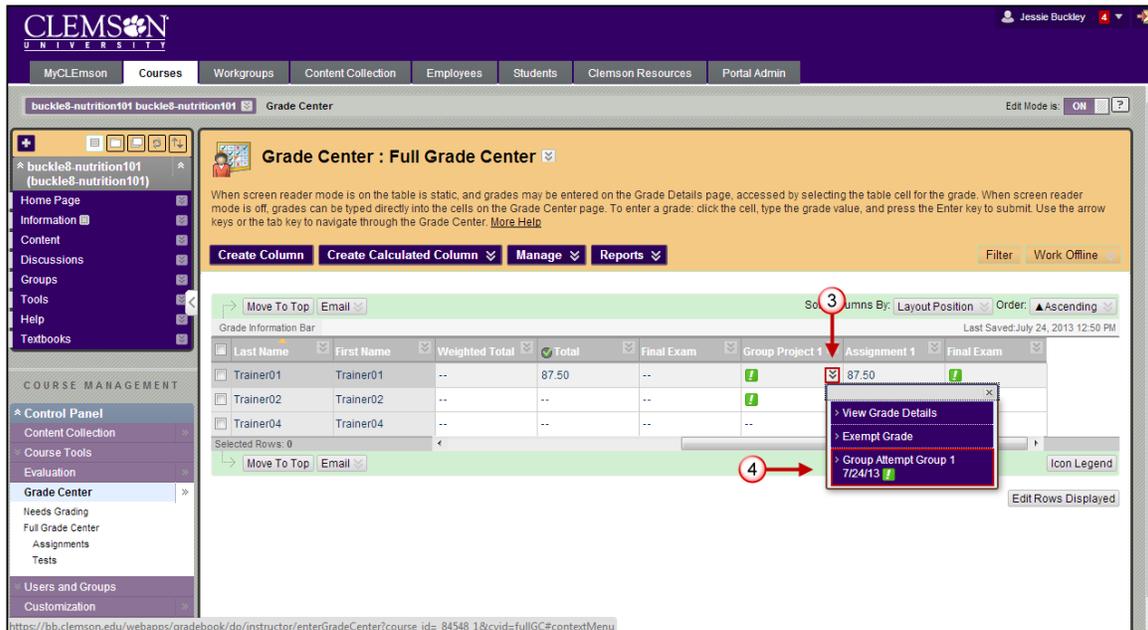
1. From the **Control Panel**, click the chevron to expand **Grade Center**.



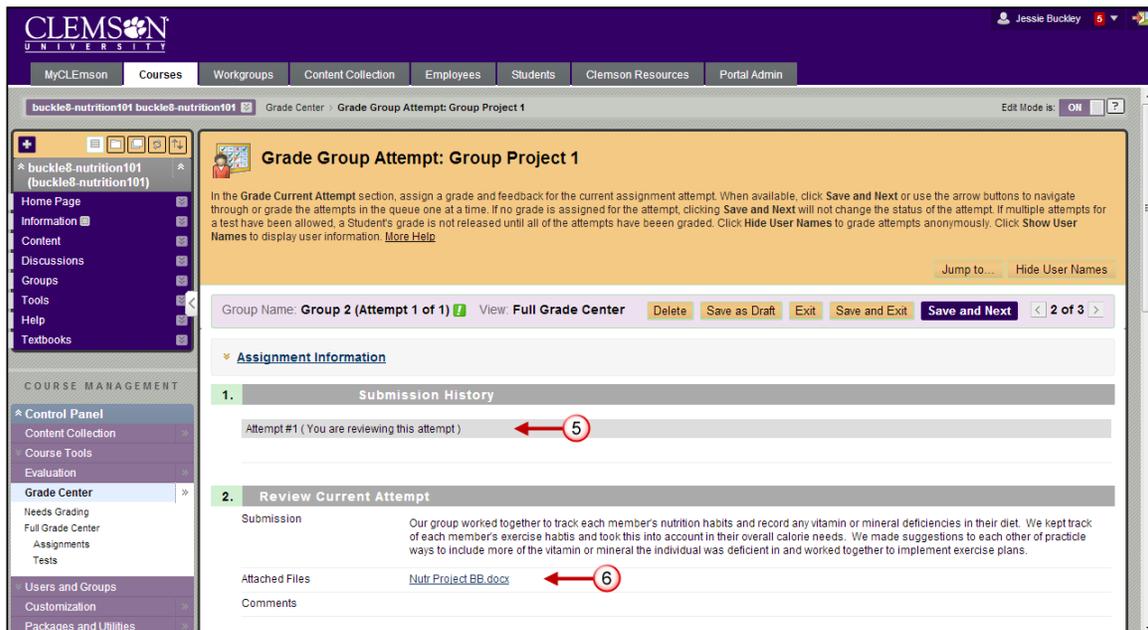
2. Click **Full Grade Center**.

Grading Group Assignments

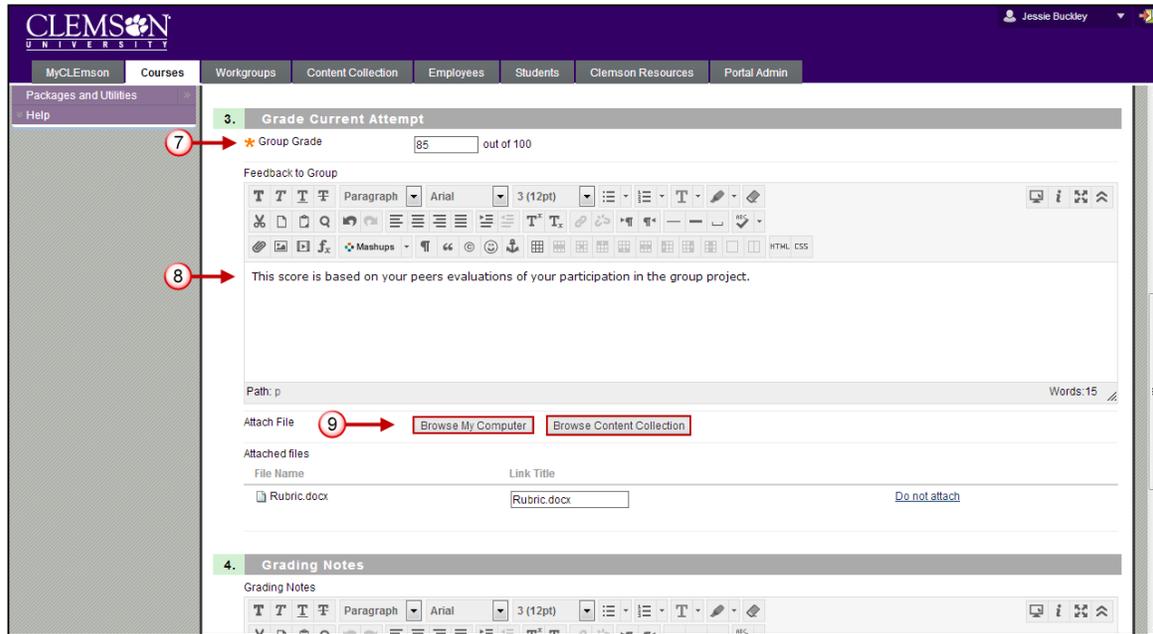
- Then in the Group Assignment column, click the chevron next to the exclamation point to view the options for the submitted assignment.



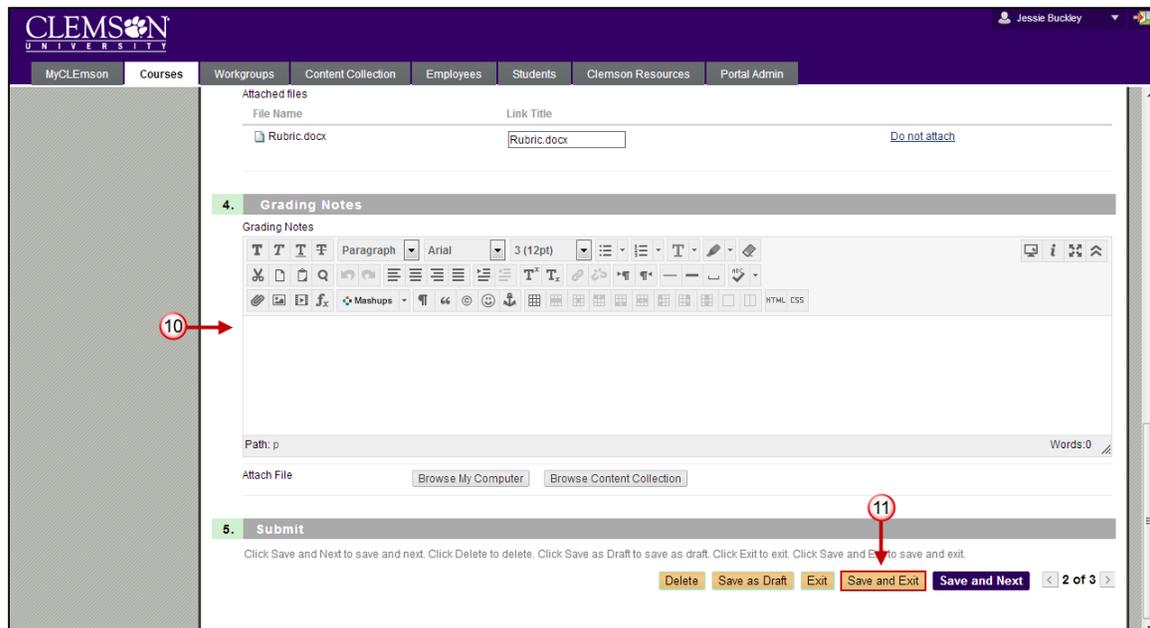
- Select an attempt to grade. The Grade Group Attempt page is displayed.



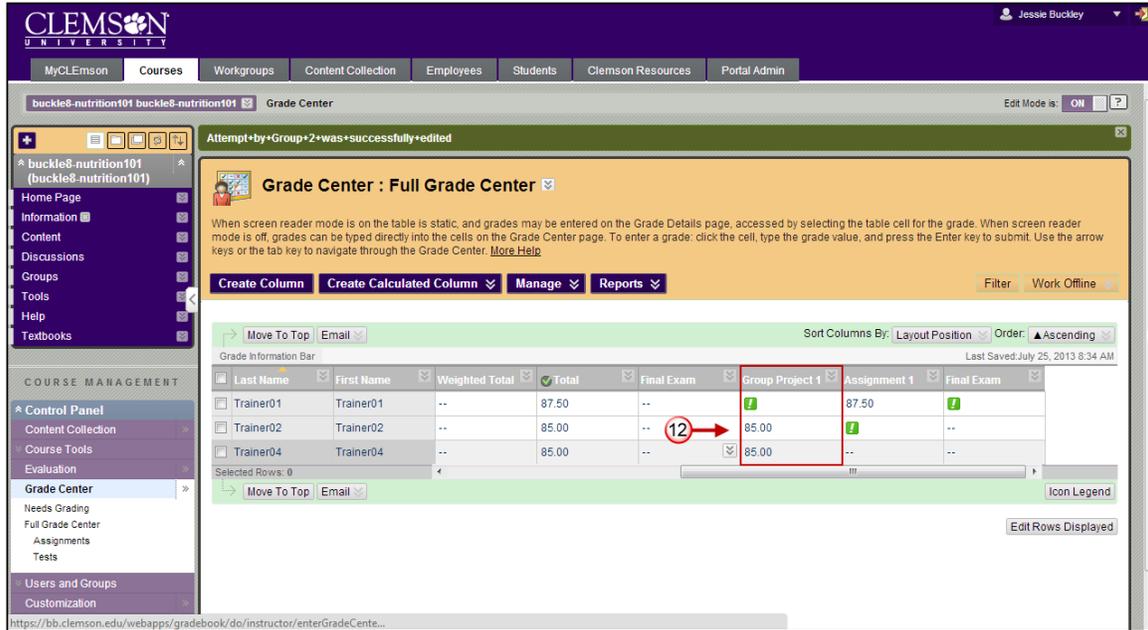
- In the **Submission History** area, you can see which attempt you are currently viewing.
- In the **Review Current Attempt** area, click the links for the **Attached Files** to download the documents the Group submitted for the selected assignment.



7. In the **Grade Current Attempt** area, enter the **Group Grade**.
8. Enter **Feedback to Group**.
9. Click **Browse My Computer** and select and files that contain information that needs to be shared with the Group. This can be their document with markups or a copy of the rubric with notes attached.



10. Enter **Grading Notes**. These are notes that only the instructor can see.
11. Click **Save and Exit** to return to the Grade Center.

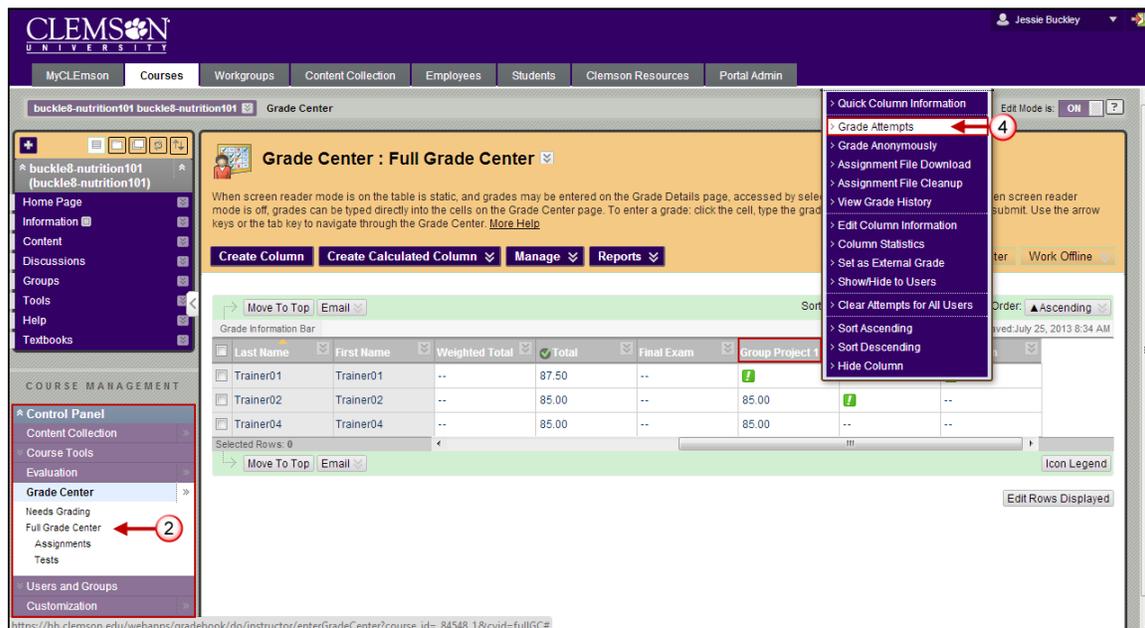


12. The Grade Value assigned to the Group will be displayed in the grade column for all members of the Group.

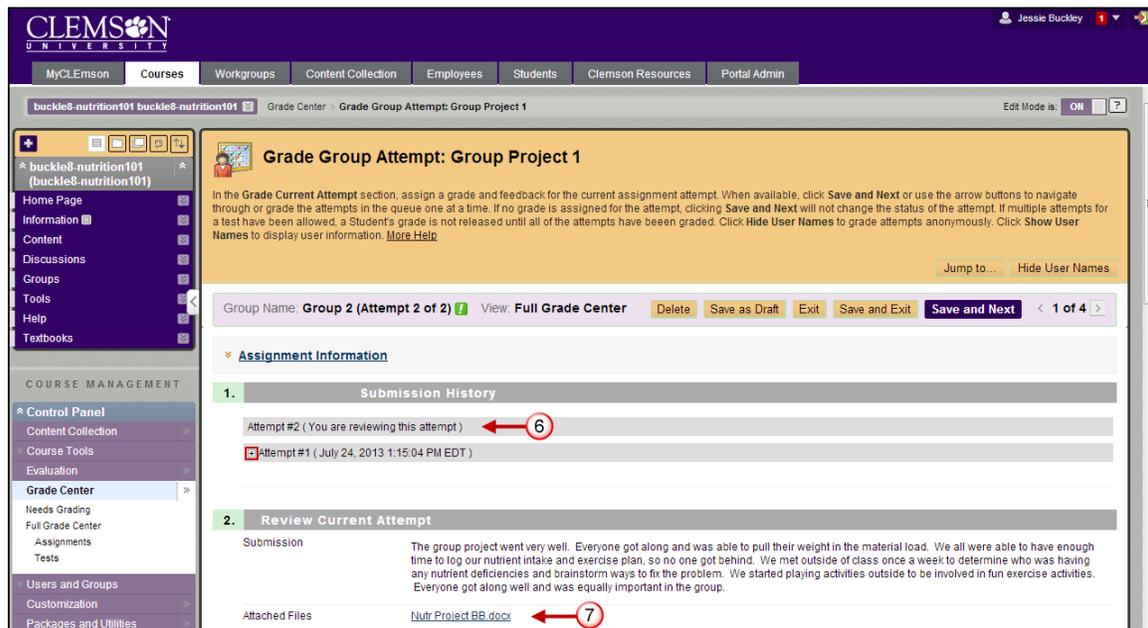
## Grading a Group Assignment with Multiple Attempts

To grade a Group Assignment with multiple attempts:

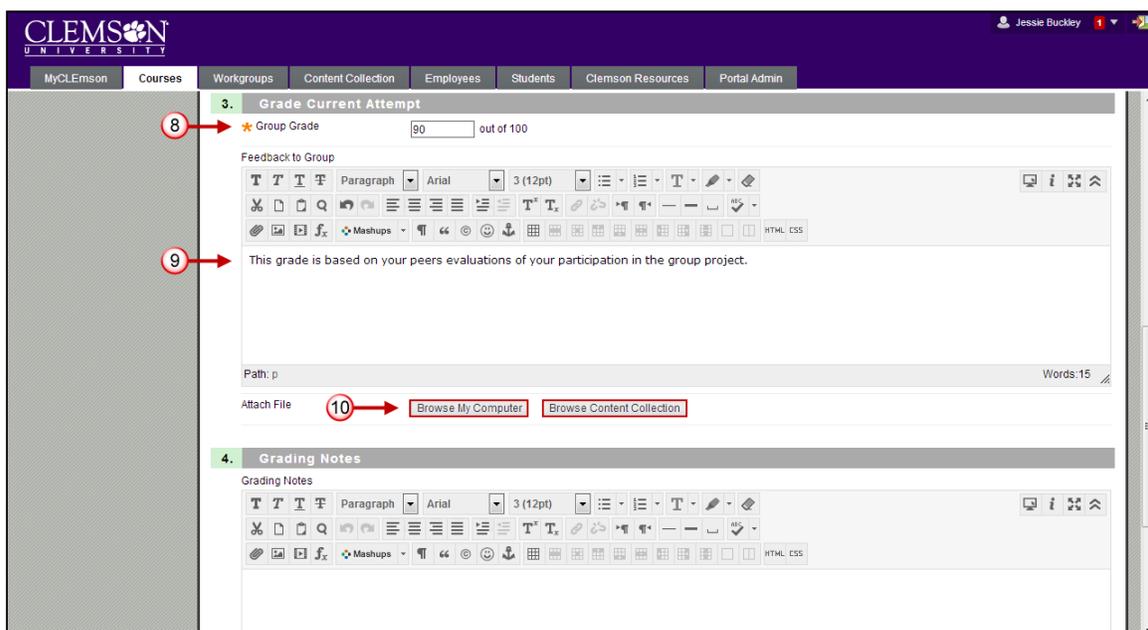
1. From the **Control Panel**, click the chevron to expand **Grade Center**.



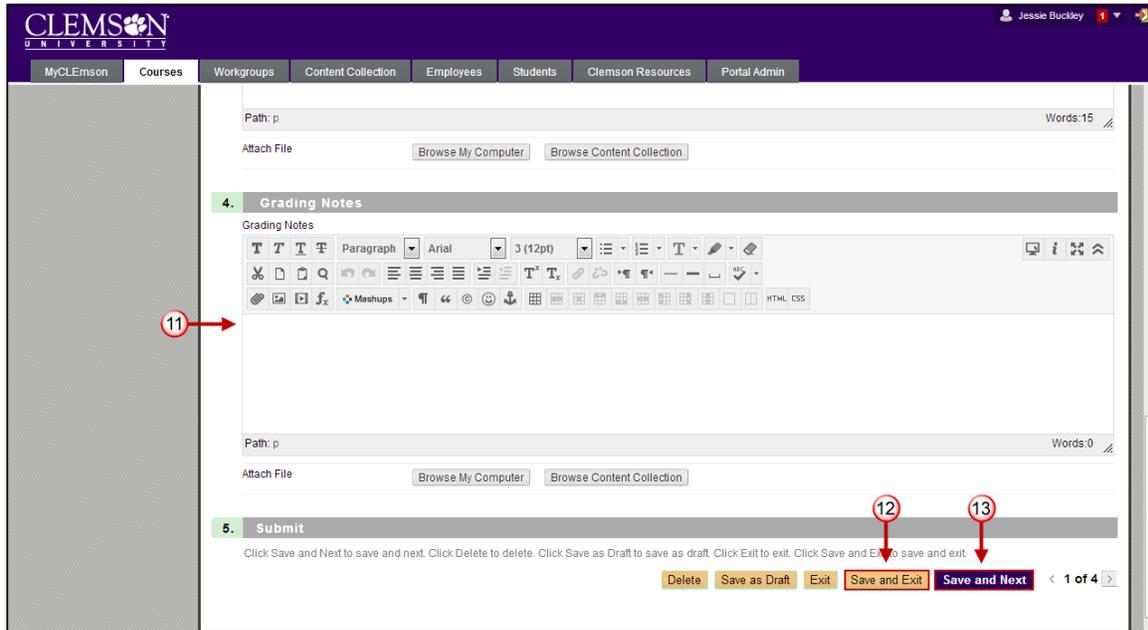
2. Click **Full Grade Center**.
3. Then in the Group Project column, click the chevron next to the column title to view the options for the selected column.

4. Select **Grade Attempts**.

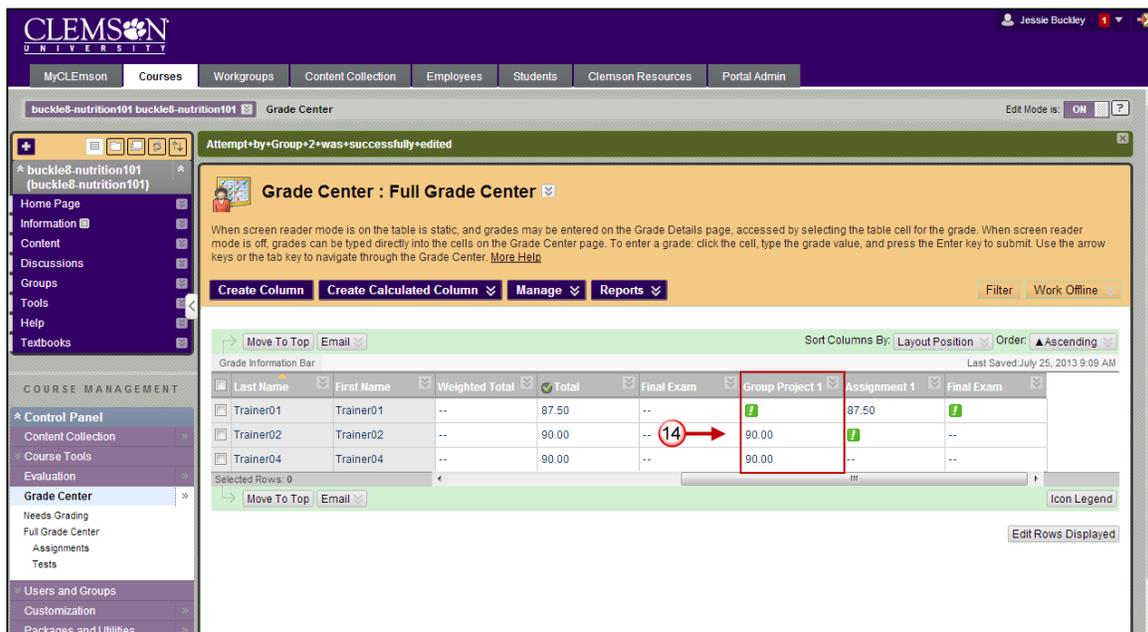
5. The Grade Group Attempt page is displayed.

6. In the **Submission History** area, you can see which attempt you are currently viewing. Click the plus sign to view the details of a previous attempt.7. In the **Review Current Attempt** area, click the links for the **Attached Files** to download the documents the Group submitted for the selected assignment.8. In the **Grade Current Attempt** area, enter the **Group Grade**.9. Enter **Feedback to Group**.

- Click **Browse My Computer** to find and select an files that contain information that needs to be shared with the Group. This can be their document with markups or a copy of the rubric with notes attached.



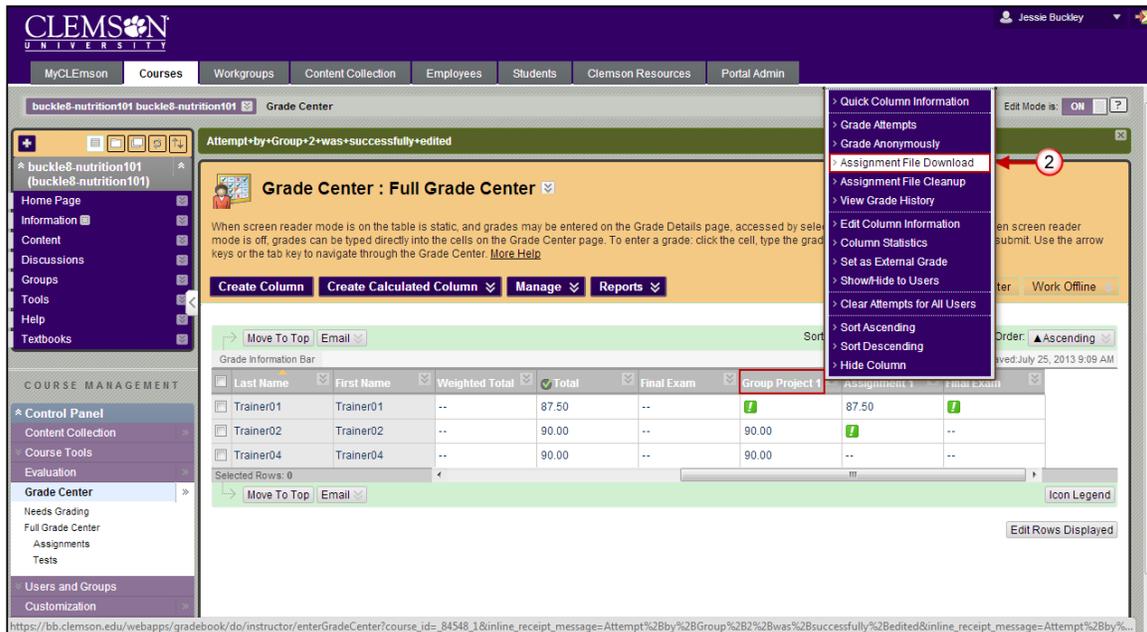
- Enter **Grading Notes**. These are notes that only the instructor can see.
- Click **Save and Exit** to return to the Grade Center.
- Click **Save and Next** to view the next submission to grade.



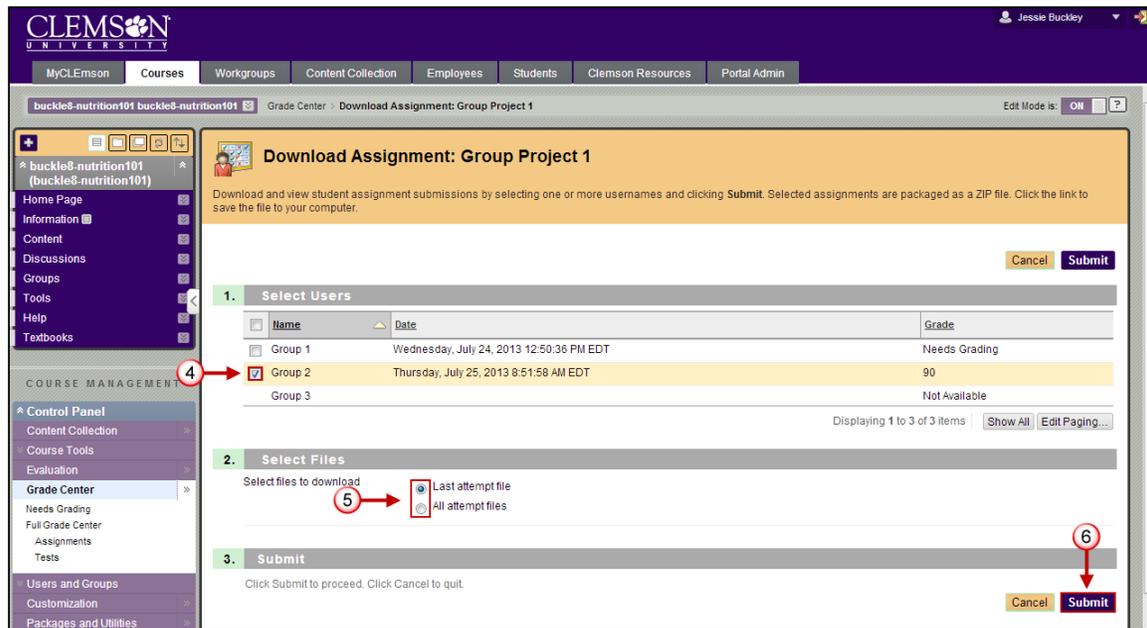
- The Grade Value assigned to the new Group Attempt will be displayed in the grade column for all members of the Group.

## Downloading Multiple Group Assignments

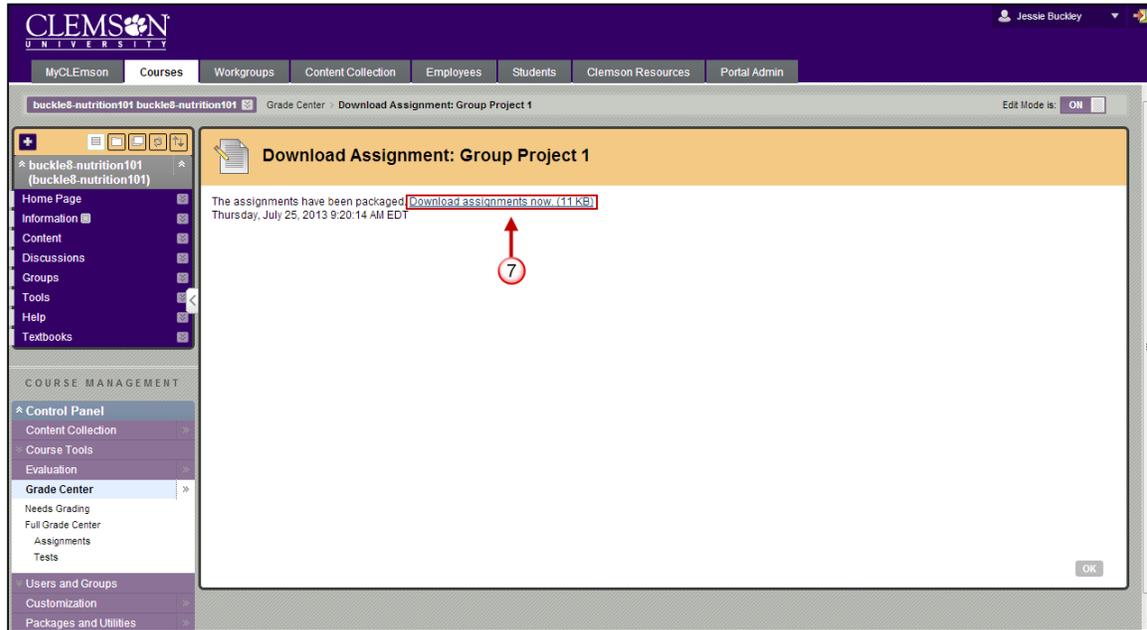
1. From the Grade Center, click the chevron for the Group Assignment column.



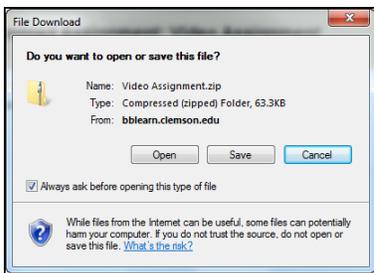
2. Then select **Assignment File Download**.



3. The Download Assignment page is displayed.
4. Select the Groups assignments to download.
5. Select if you would like to download the **Last attempt file**, or **All attempt files**.
6. Then click **Submit**.

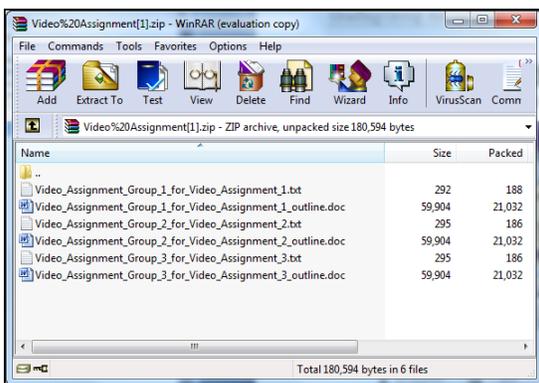


7. A link will be displayed to **Download assignments now**. Click this link.



8. The File Download window will be displayed.

9. Click **Save** to download the zip file to your computer. Then click **Open** to open the zip file.



10. For each assignment there may be a .txt file. This file will only appear if the students entered a Comment or Submission details.

11. If students have attached files with their submission, those files will be included in the zip file with the Group Name and the File Name as well. In the example above all three Groups entered

Submission details, so a .txt file appears for each Group. Then each Group submitted a Microsoft Word document titled “outline.doc”.

## Edit a specific User Attempt

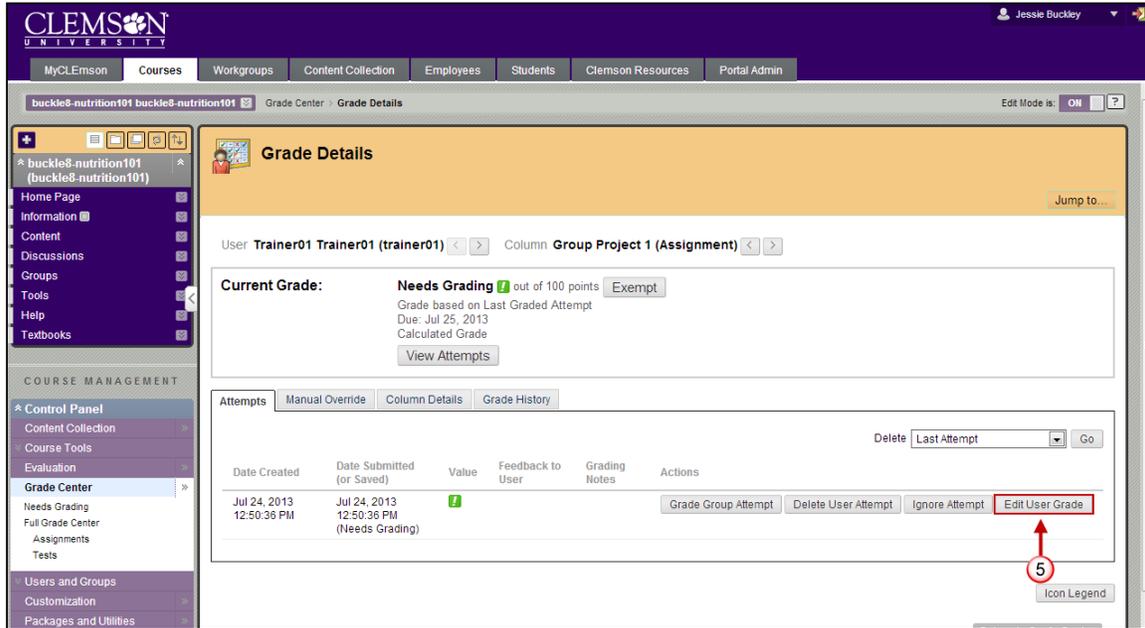
To edit a specific User Attempt for a Group:

1. From the **Control Panel**, click the chevron to expand **Grade Center**.

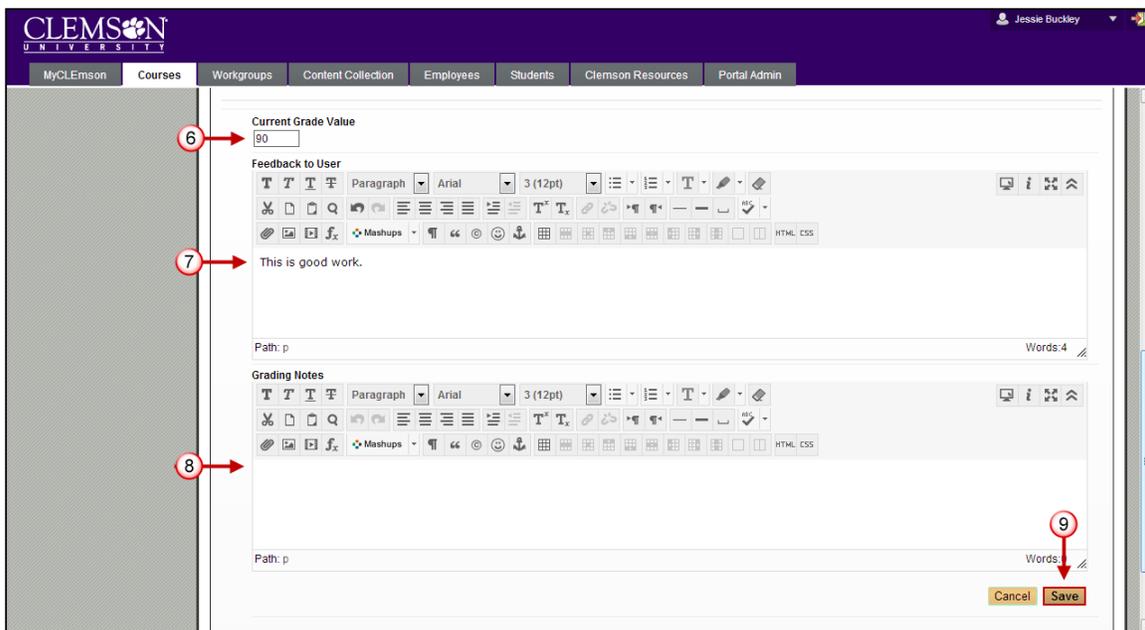
The screenshot shows the Blackboard Grade Center interface. On the left, the 'Control Panel' is expanded to show 'Grade Center'. In the main area, a table lists students and their grades. A dropdown menu is open over the 'Assignment 1' column for the first student, showing options like 'View Grade Details', 'Exempt Grade', and 'Group Attempt Group 1'. Red circles and arrows highlight the 'Full Grade Center' link in the menu (2), the exclamation point icon in the table (3), and the 'View Grade Details' option in the dropdown (4).

Last Name	First Name	Weighted Total	Total	Final Exam	Group Project 1	Assignment 1	Final Exam
Trainer01	Trainer01	--	87.50	--	90.00	87.50	!
Trainer02	Trainer02	--	90.00	--	90.00		
Trainer04	Trainer04	--	90.00	--	90.00		

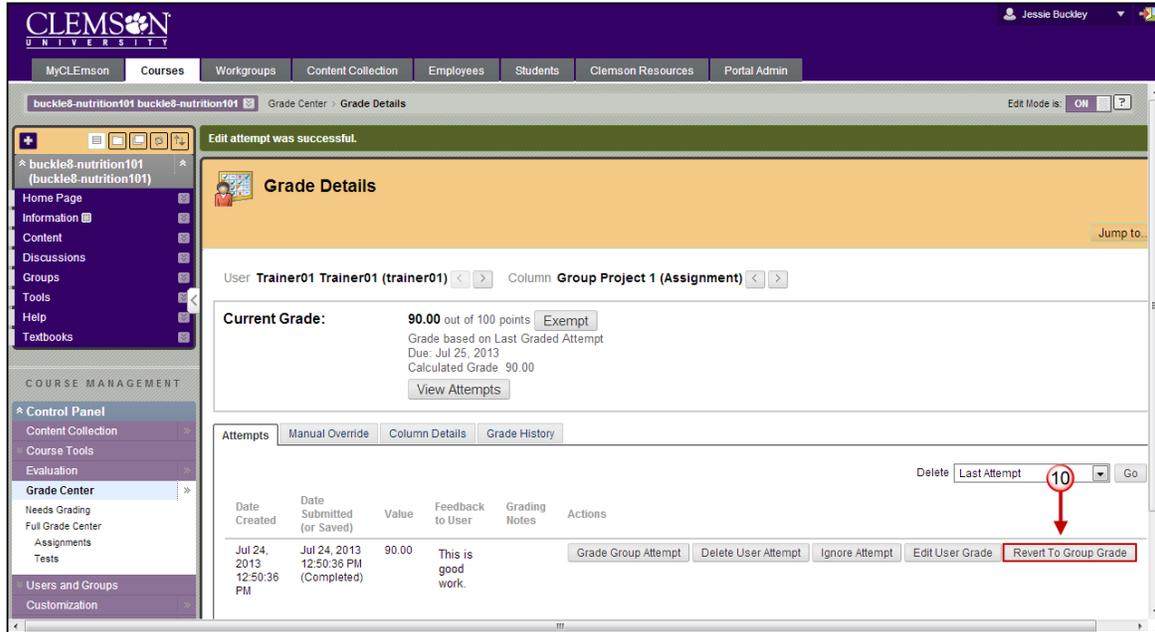
2. Click **Full Grade Center**.
3. Then in the Group Assignment column, click the chevron next to the exclamation point to view the options for the submitted assignment.
4. Select **View Grade Details**.



5. Click **Edit User Grade**.



- 6. Enter a **Current Grade Value** for the students score.
- 7. Then enter **Feedback to User**.
- 8. Enter **Grading Notes**.
- 9. Then click **Save**.

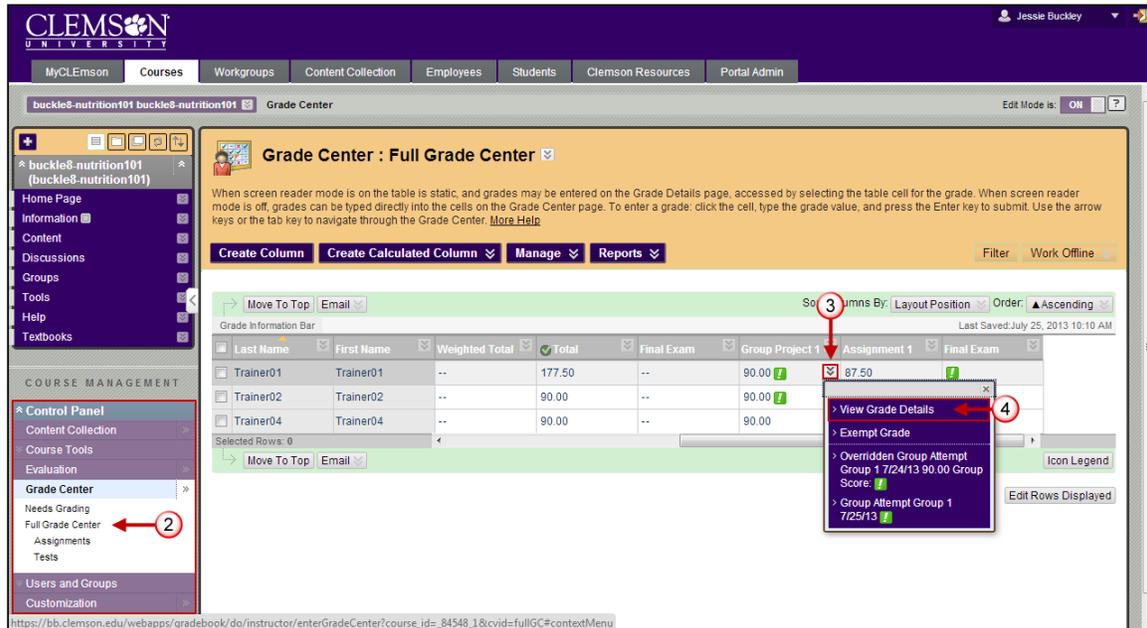


10. The Grade Details page is displayed with the new student grade displayed. If at any point you want the student’s grade to be reverted to the original Group grade, click **Revert to Group Grade**.

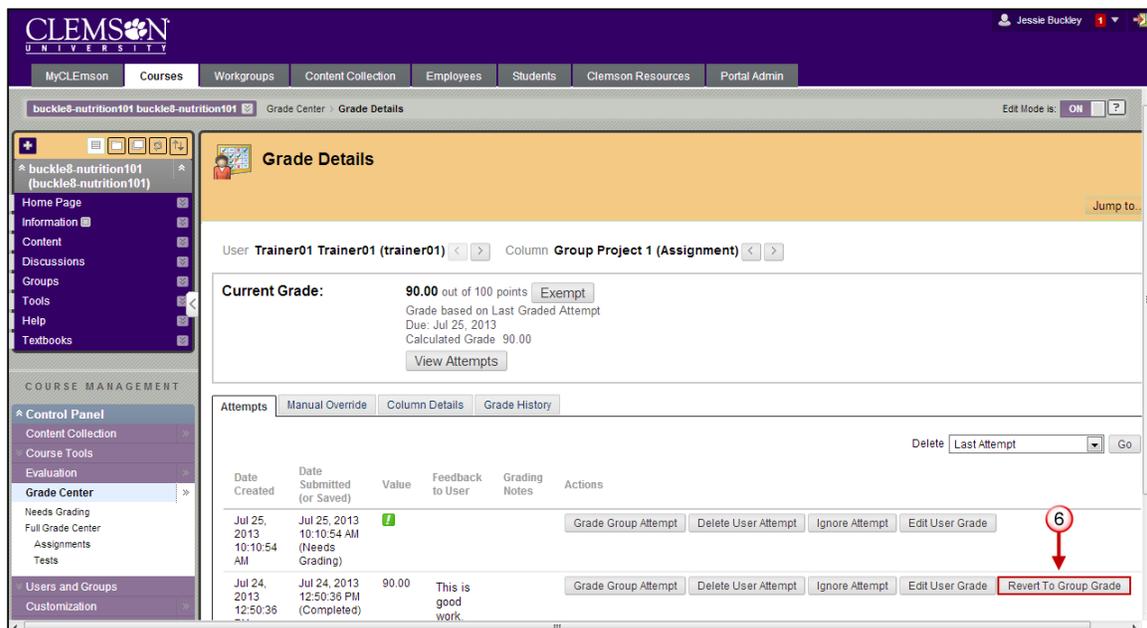
## Reverting an Individual Grade to a Group Grade

To revert an individual grade to a Group Grade:

1. From the **Control Panel**, click the chevron to expand **Grade Center**.



2. Click **Full Grade Center**.
3. Then in the Group Assignment column, click the chevron next to the exclamation point to view the options for the submitted assignment.
4. Select **View Grade Details**.



5. The Grade Details page is displayed.
6. Click **Revert to Group Grade**.
7. A pop-up message will be displayed asking if you want to “Revert this Grade Value?” Click **OK**.
8. The Grade Details page will be displayed with the students Current Grade Value reflecting the score that was given to the Group.

## Clearing All Attempts for a specific Group Member

To clear attempts for a specific Group member:

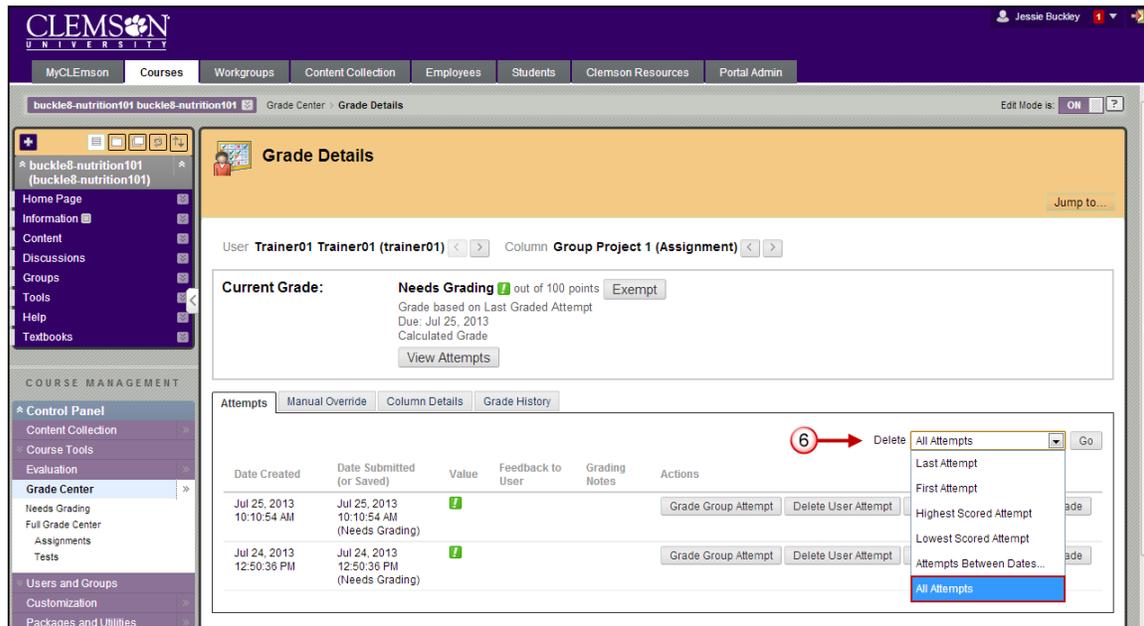
1. From the **Control Panel**, click the chevron to expand **Grade Center**.

The screenshot shows the Blackboard Grade Center interface. On the left, the 'Control Panel' is expanded to show 'Grade Center' with a red circle and arrow pointing to 'Full Grade Center' (labeled '2'). The main area displays a table of student grades. In the 'Assignment 1' column, a red circle and arrow (labeled '3') points to a chevron icon next to an exclamation point. A dropdown menu is open, showing options: 'View Grade Details' (labeled '4'), 'Exempt Grade', and two 'Group Attempt Group 1' entries.

Last Name	First Name	Weighted Total	Total	Final Exam	Group Project 1	Assignment 1	Final Exam
Trainer01	Trainer01	--	87.50	--	?	87.50	?
Trainer02	Trainer02	--	90.00	--	90.00	?	?
Trainer04	Trainer04	--	90.00	--	90.00	?	?

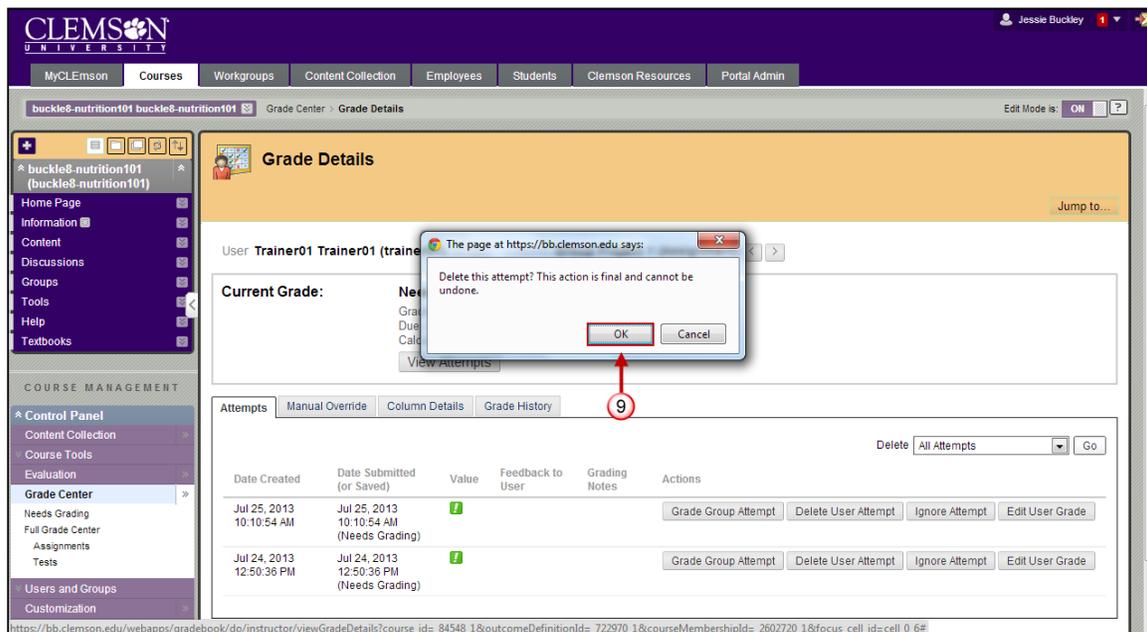
2. Click **Full Grade Center**.
3. Then in the Group Assignment column, click the chevron next to the exclamation point to view the options for the submitted assignment.
4. Select **View Grade Details**.

5. The Grade Details page is displayed.



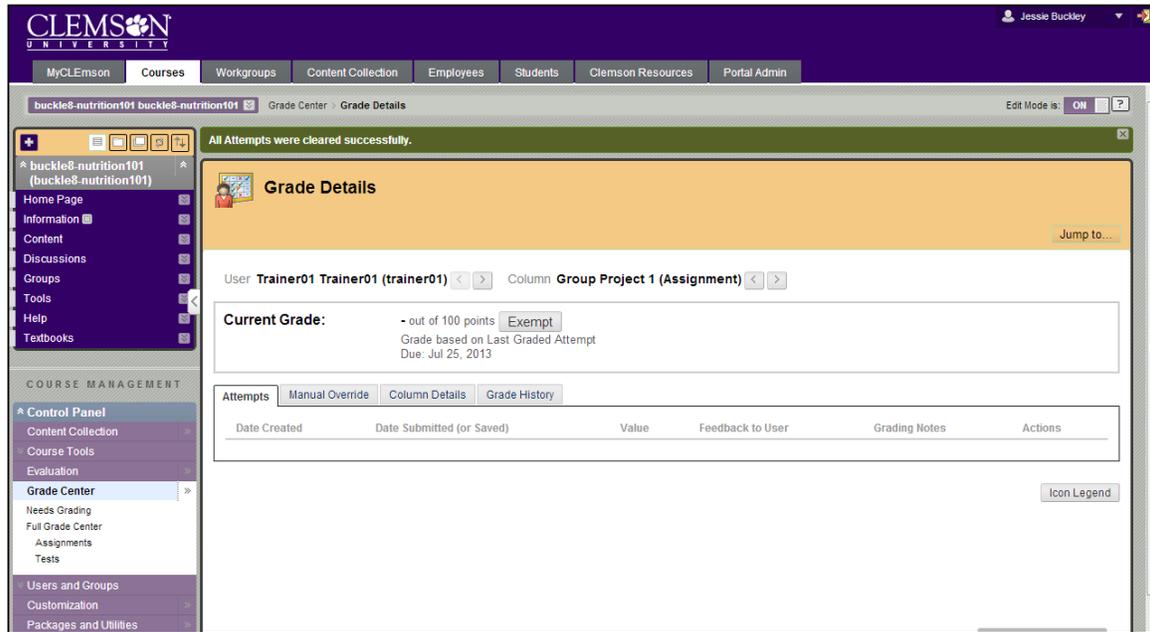
6. From the Delete drop down menu, select **All Attempts**.

7. Then click **Go**.



8. A pop-up message will display to warn you that this action is final and cannot be undone.

9. Click **OK**.

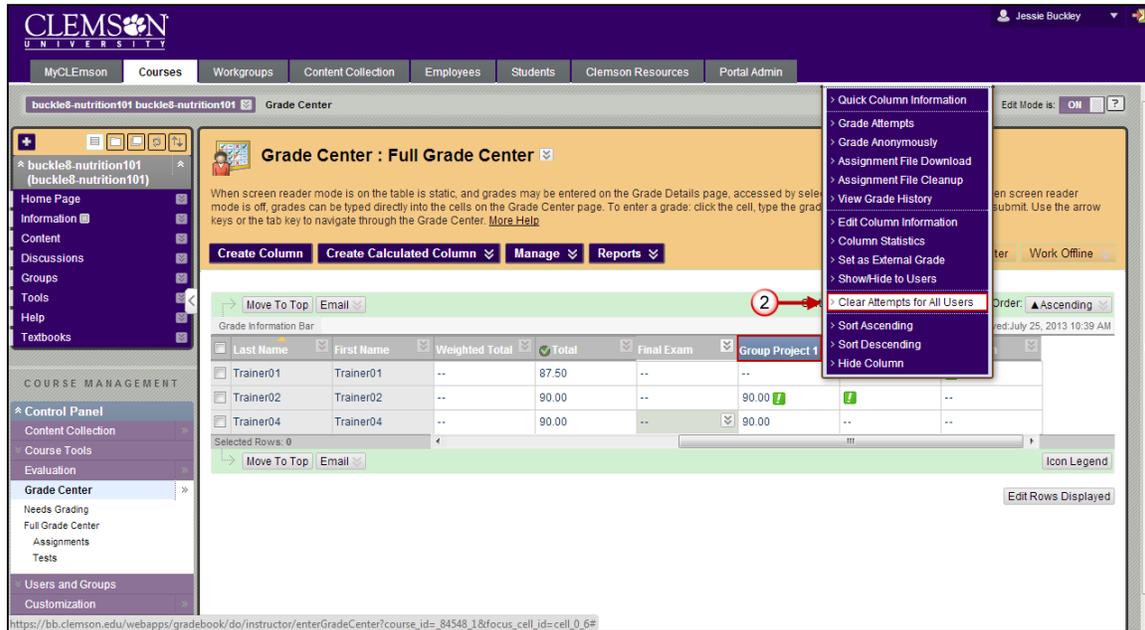


10. All submissions for the Group will be removed for the selected user. The other Group members scores will remain intact.
11. The Grade History for the Group will remain intact as well.

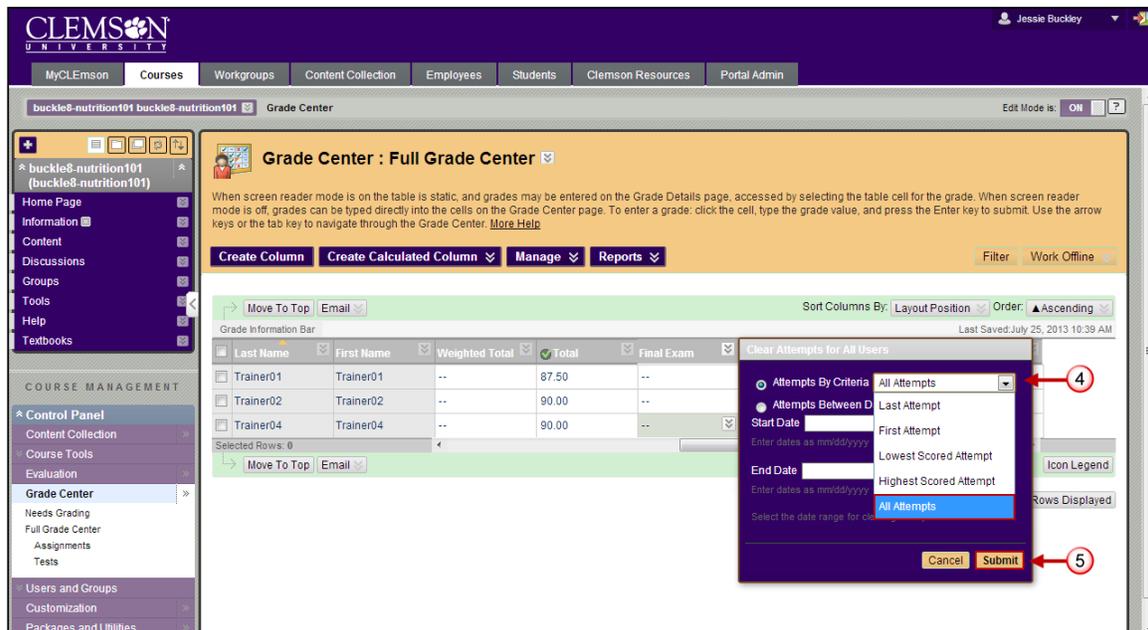
## Clear Attempts for All Users for an Assignment

To clear attempts for all users for an assignment:

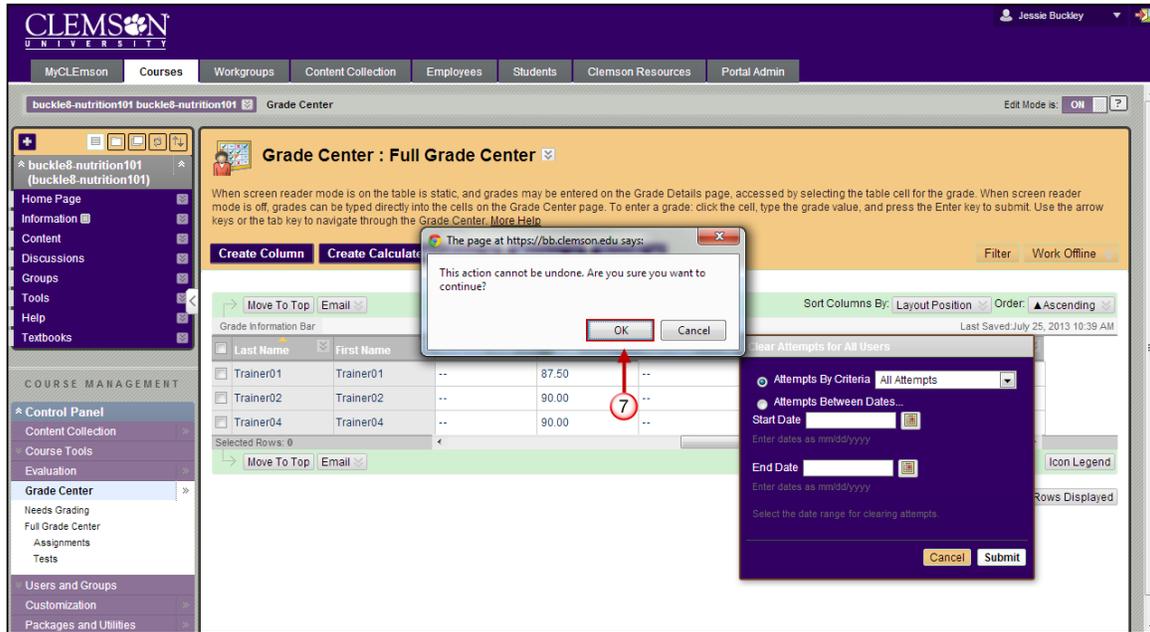
1. From the Grade Center, click the chevron for the Group Assignment column.



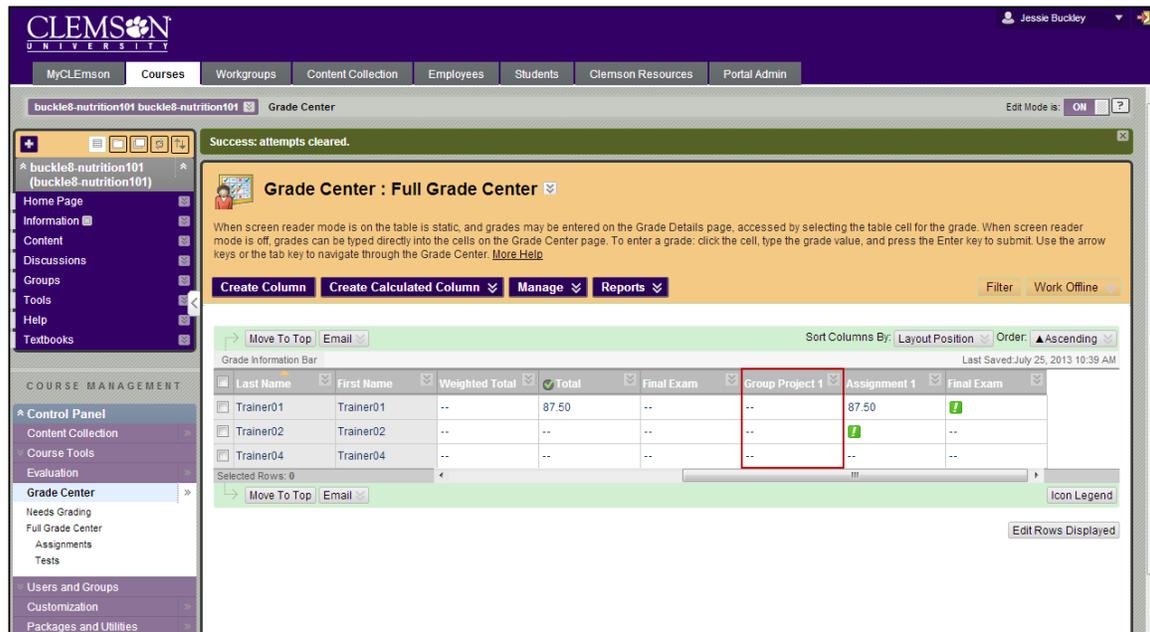
2. Then select **Clear Attempts for All Users**.



3. The Clear Attempts for All Users pop-up window is displayed.
4. Select **All Attempts** from the Attempts By Criteria drop down menu.
5. Then click **Submit**.



6. A pop-up message will display to warn you that this action is final and cannot be undone.
7. Click **OK**.



8. The Grade Center will display with all user attempts for the selected assignment removed.