

## Viewing Student Survey/Test/Assignment Attempts

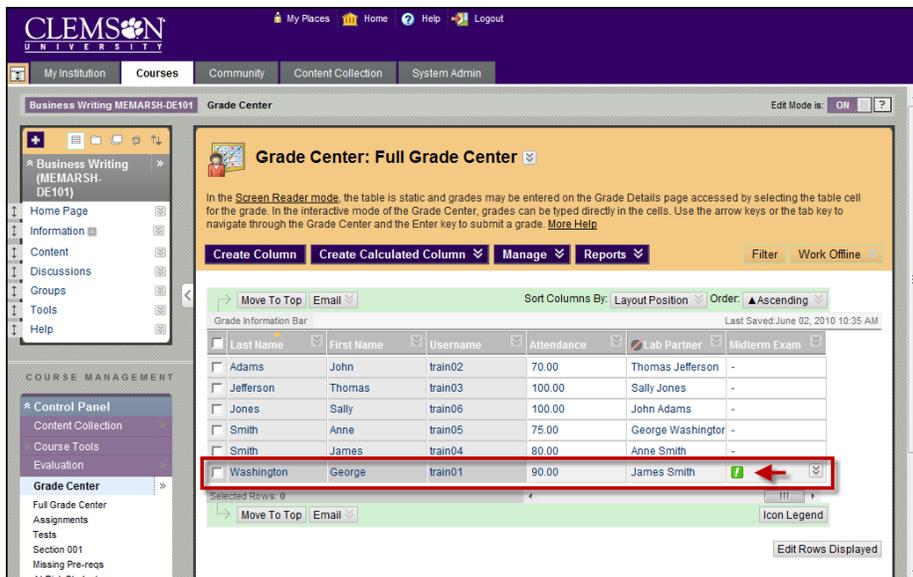
### Blackboard Learn Grade Center

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## Assign a Grade to an Essay Question

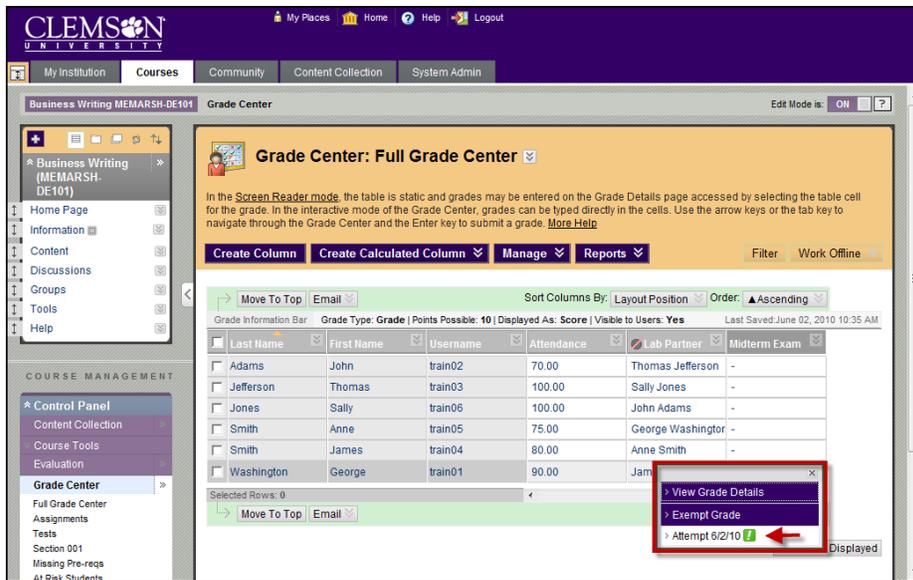
To assign a grade to an Essay Question:

1. In the Grade Center, find the column for the Quiz or Test that needs to be graded.
2. Then look for the student record that has the  (green exclamation mark).



3. Click the action link to the right of the  (green exclamation mark) and select **View Grade Details**.

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4. Select the Attempt to grade.
5. The Grade Test page is displayed.

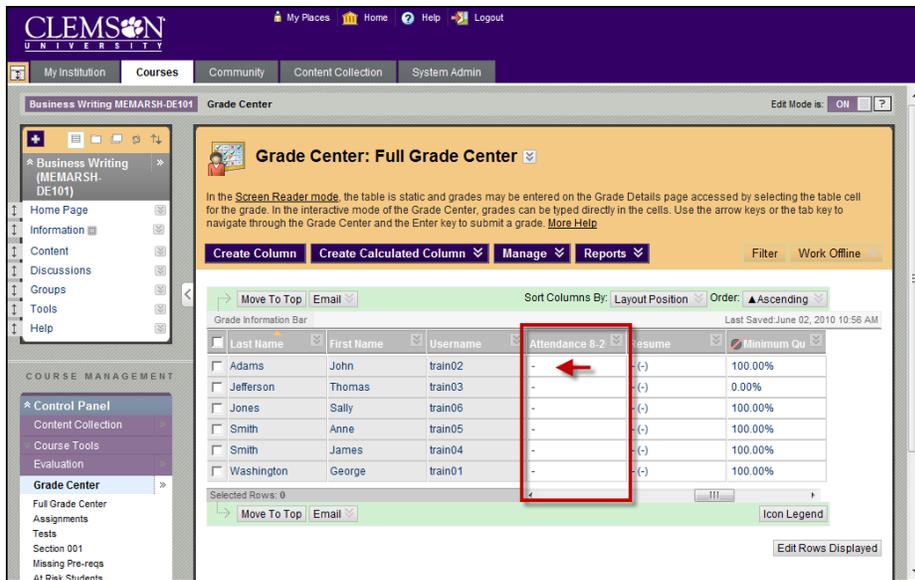
6. Enter a **Score** for each Essay question.
7. Enter your **Response Feedback**.
8. Then click **Save and Exit** to save the updated test and return to the Grade Center.

## Entering Grades manually in the Grade Center

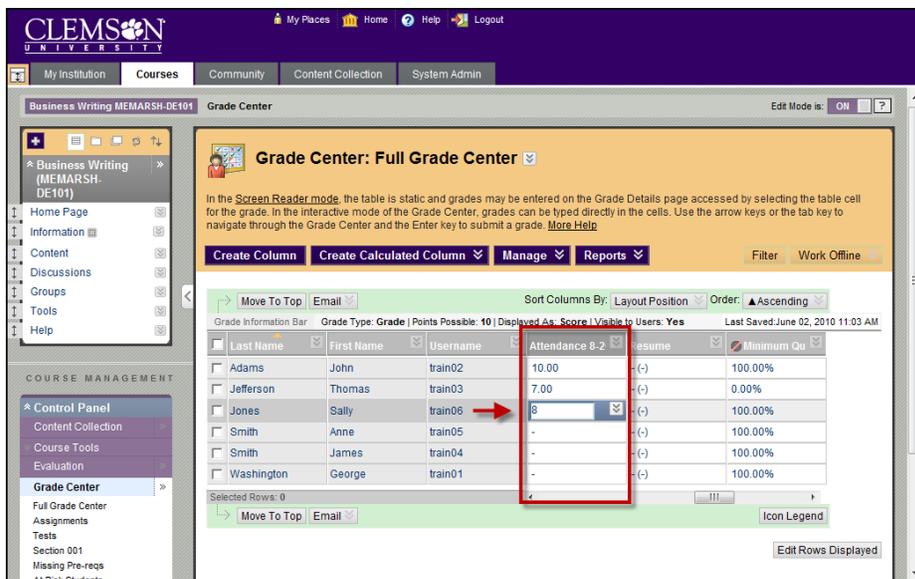
On occasion faculty may have assignments that require grading outside of Blackboard. So instead of creating an assignment in the course, they just create a column in the Grade Center and enter the score or grade for that assignment. For example, in a class on campus, they may give pop quizzes or take attendance. The scores for these items are entered manually as they were not created in an electronic format in Blackboard.

To enter grades manually in the Grade Center:

1. In the Grade Center, find the column that requires manual grading.



2. Click one of the cells in the column.
3. Then enter the Grade or Score and press **Enter**.



4. When you press **Enter** the cursor will automatically navigate to the next cell, if the cell is empty.
5. Otherwise, you will have to use the up or down arrow key on the keyboard or your mouse to select the previous or next cell.

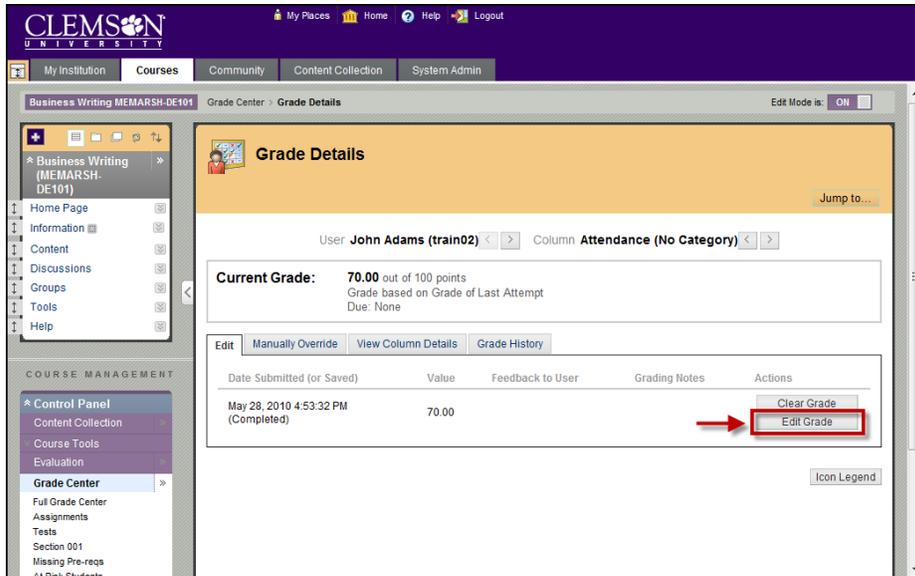
## Changing a Grade

There are two ways to change a Grade. The first is to simply click on the cell in the Grade Center, enter a new grade and then press **Enter**. The second is to use the Edit Grade option on the Grade Details page.

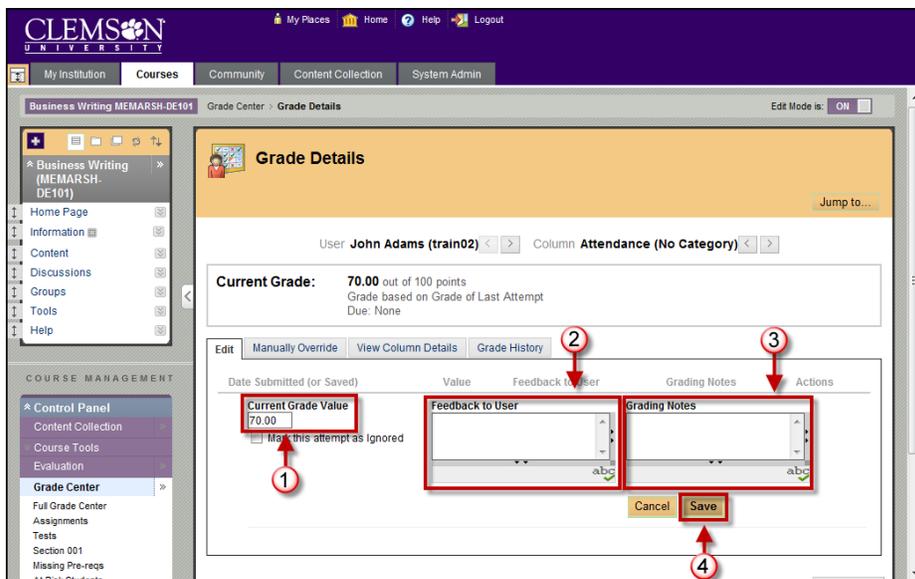
To change a Grade from the Grade Details page:

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1. In the Grade Center, find the column that contains the Grade that needs to be edited.
2. Click the action link to the right of the current Grade.
3. Then select **View Grade Details**.



4. The Grade Details page is displayed.
5. Click **Edit Grade**.



6. Enter a new Grade in the **Current Grade Value** field.
7. Enter **Feedback to User**.
8. Enter **Grading Notes**.
9. Then click **Save**.
10. The Grade Details page will update.

11. Click **Return to Grade Center** to return to the Grade Center.

## Overriding a Grade

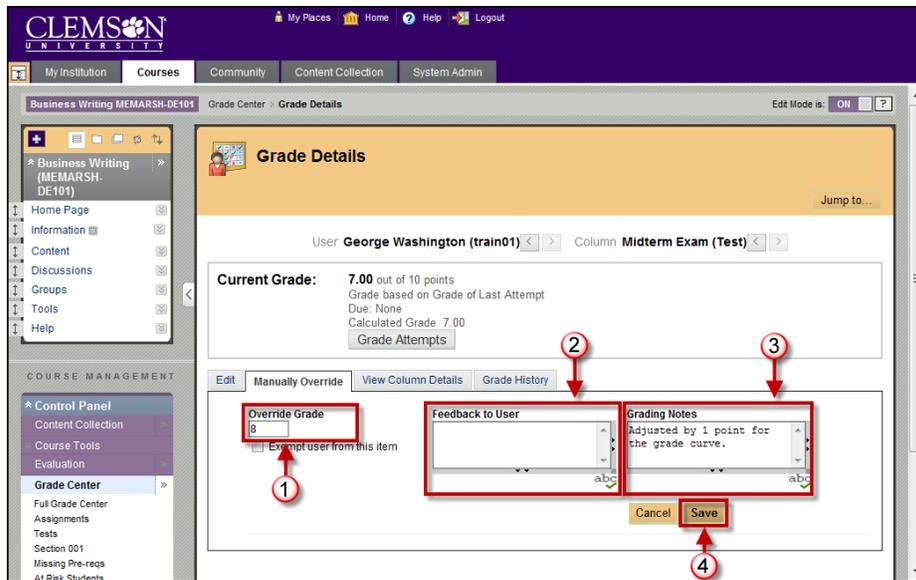
There are two ways to override a grade. The first is to simply click on the cell in the Grade Center that already contains a Grade. Then enter a new grade and press **Enter**. The second is to use the Override option on the Grade Details page.

To override a grade from the Grade Details page:

1. In the Grade Center, find the column that contains the Grade that needs to be edited.
2. Click the action link to the right of the current Grade.
3. Then select **View Grade Details**.

The screenshot displays the Blackboard Grade Center interface. At the top, the navigation bar includes 'My Institution', 'Courses', 'Community', 'Content Collection', and 'System Admin'. The main content area is titled 'Grade Center > Grade Details'. It shows the user 'George Washington (train01)' and the column 'Midterm Exam (Test)'. The 'Current Grade' is 7.00 out of 10 points. Below this, there are three tabs: 'Edit', 'Manually Override', and 'View Column Details'. The 'Manually Override' tab is highlighted with a red box and a red arrow pointing to it. Below the tabs is a table with columns for Date Submitted, Value, Feedback to User, Grading Notes, and Actions. The table shows one attempt with a value of 7.00. The 'Manually Override' tab is highlighted with a red box and a red arrow pointing to it.

4. The Grade Details page is displayed.
5. Click the **Manually Override** tab.

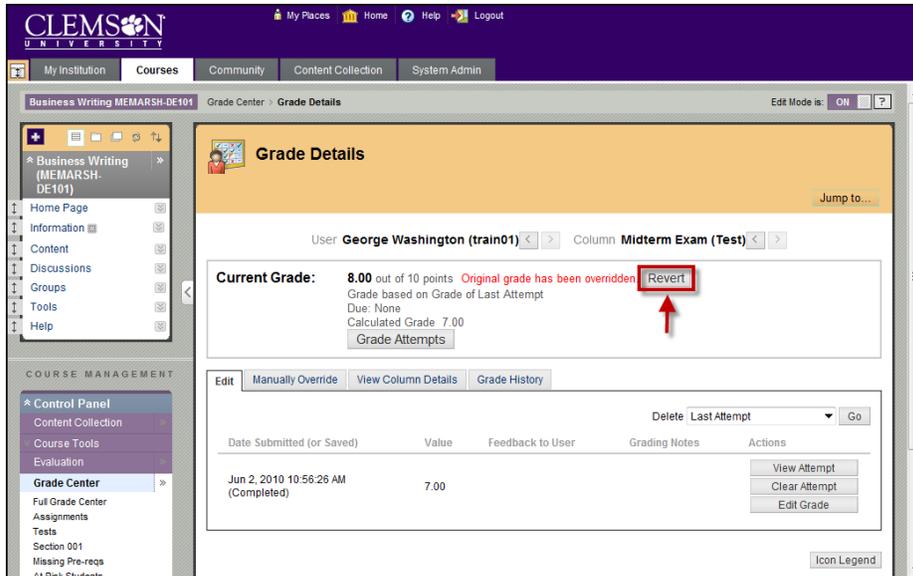


6. Enter a new Grade in the **Override Grade** field.
7. Enter **Feedback to User**.
8. Enter **Grading Notes**.
9. Then click **Save**.
10. The Grade Details page will update.
11. Click **Return to Grade Center** to return to the Grade Center.

## Reverting a Grade

To revert a Grade that has been overwritten to the previous Grade:

1. In the Grade Center, find the column that contains the Grade that needs to be edited.
2. Click the action link to the right of the current Grade.
3. Then select **View Grade Details**.



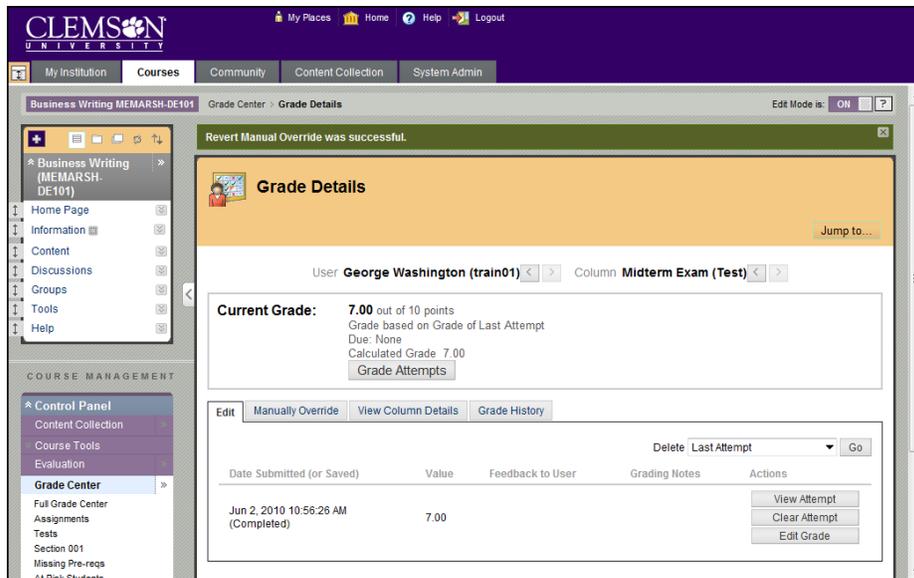
The screenshot displays the Blackboard Grade Center interface. The main content area is titled "Grade Details" and shows the following information:

- User: George Washington (train01)
- Column: Midterm Exam (Test)
- Current Grade: 8.00 out of 10 points. Original grade has been overridden. Revert
- Grade based on Grade of Last Attempt
- Due: None
- Calculated Grade: 7.00
- Grade Attempts

Below the current grade information, there is a table of grade attempts:

Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Jun 2, 2010 10:56:26 AM (Completed)	7.00			<a href="#">View Attempt</a> <a href="#">Clear Attempt</a> <a href="#">Edit Grade</a>

4. The Grade Details page is displayed.
5. In the **Current Grade** area click **Revert**.
6. The system will display a pop-up window to verify that you want to revert the Grade.
7. Click **Ok**.



8. The Grade Details page will refresh showing the original grade.

## Exempting a Grade

Faculty can exempt students from any grade item in the Grade Center to take into consideration students that transfer, add a course late, drop a course, or require other accommodations. Exempted items are not added into any statistical or total grade calculations.

Existing grades that have been exempted are not deleted but are ignored in all total and statistical calculations. No secondary display value is shown for items that are Exempting.

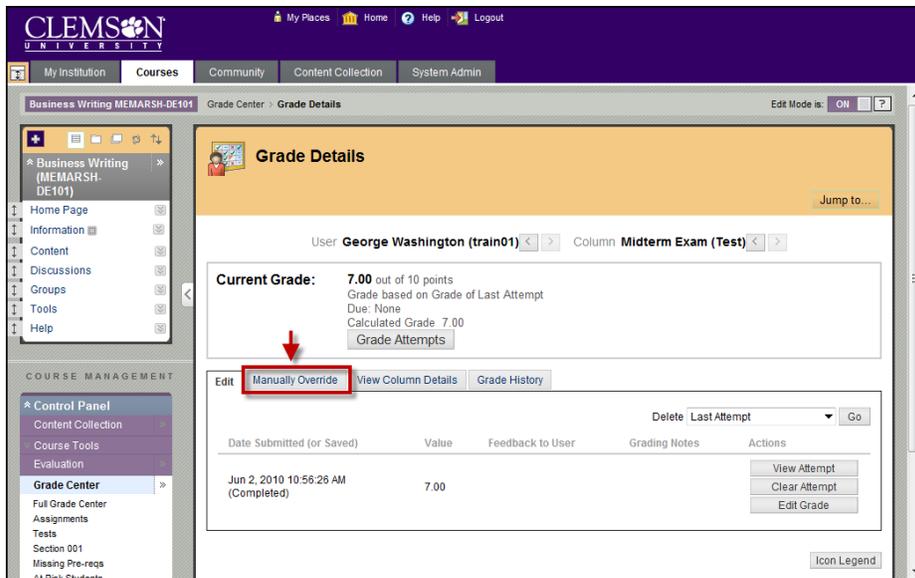
Exemptions entered for system-generated column are saved as the Override grade. Exemptions entered for manually created columns are saved as the grade for the column when no Override grade exists.

Students can be exempted from a grade from the Grade Center or the Grade Details page. Exempted grades display an Exempted icon in the cell. Comments can be added to any exempted grade.

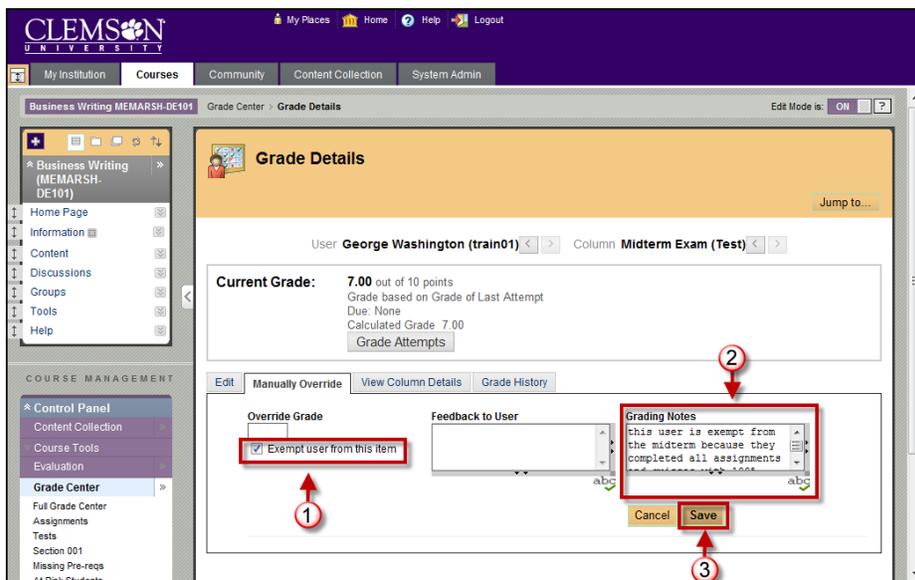
There are two ways to exempt a grade. The first is to simply click on the cell in the Grade Center that already contains a Grade. Then click the action link to the right of the current Grade and select **Exempt Grade**. The second is to use the Exempt option on the Grade Details page.

To exempt a grade from the Grade Details page:

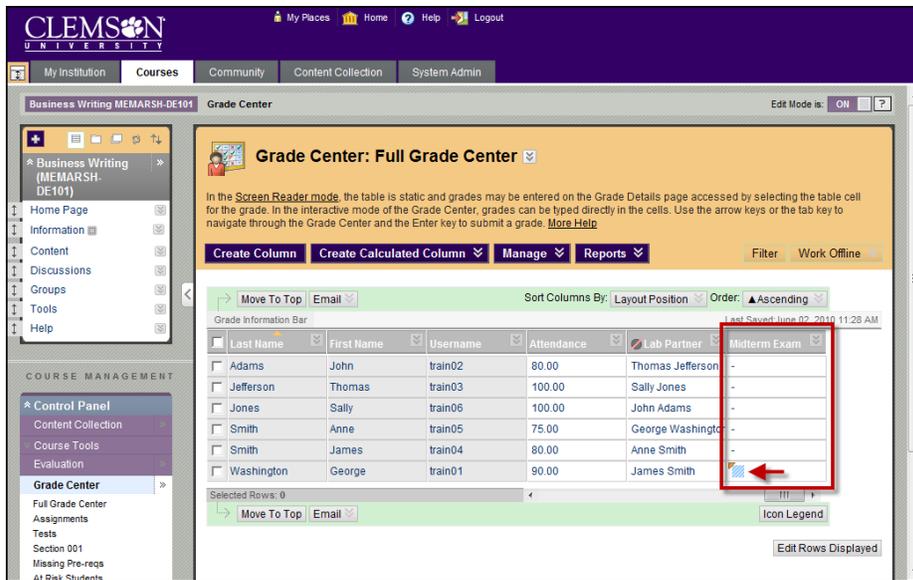
1. In the Grade Center, find the column that contains the Grade that needs to be exempted.
2. Click the action link to the right of the current Grade.
3. Then select **View Grade Details**.



4. In the **Current Grade Value** area click the **Manually Override** tab.



5. Select the checkbox to **Exempt user from this item**.
6. Then enter any comments regarding the exemption in the **Grading Notes**.
7. Click **Save**.
8. The Grade Details page will update.
9. Click **Return to Grade Center** to return to the Grade Center.

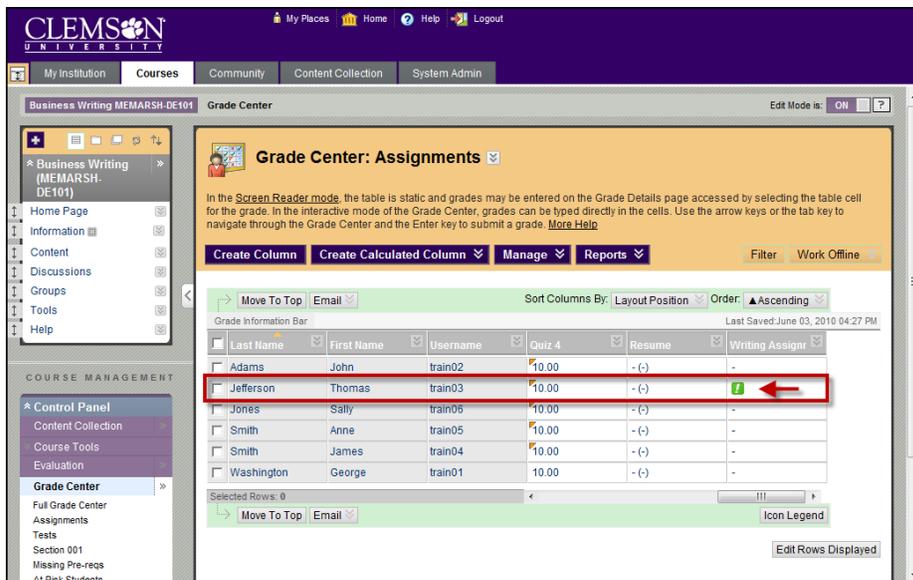


- The cell in the Grade Center will now contain a  (blue crosshatch square). This is the icon to indicate that this grade is exempt.
- To clear and exemption, click on the action link to the right of the  (blue crosshatch square). Then select **Clear Exemption**.

## Grading Student Assignments

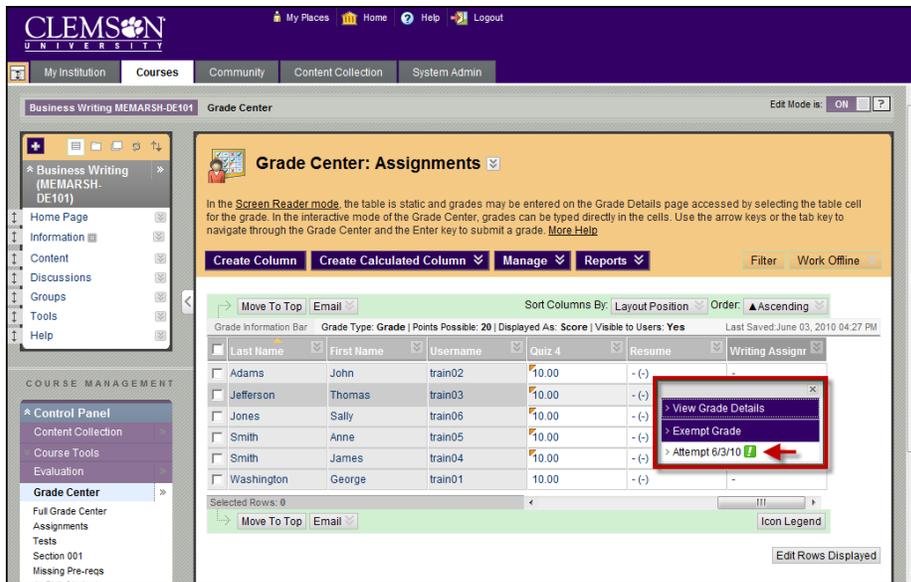
To grade a student assignment:

- In the Grade Center, find the column for the Assignment that needs to be graded.
- Then look for the student record that has the  (green exclamation mark).

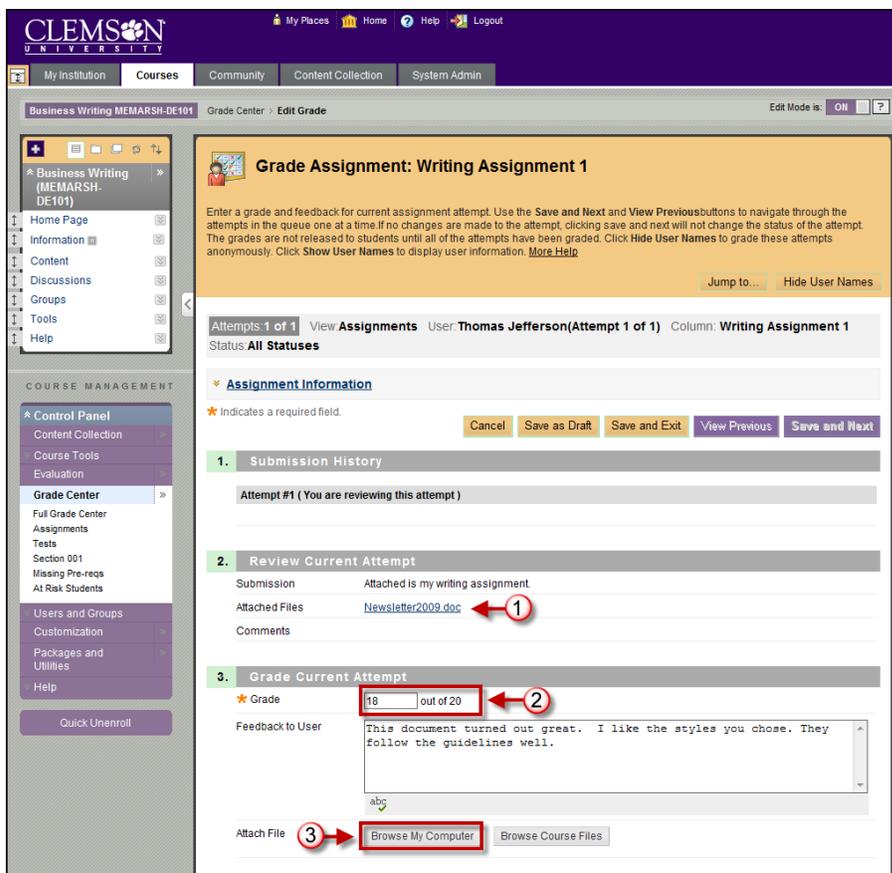


- Click the action link to the right of the  (green exclamation mark) and select **View Grade Details**.

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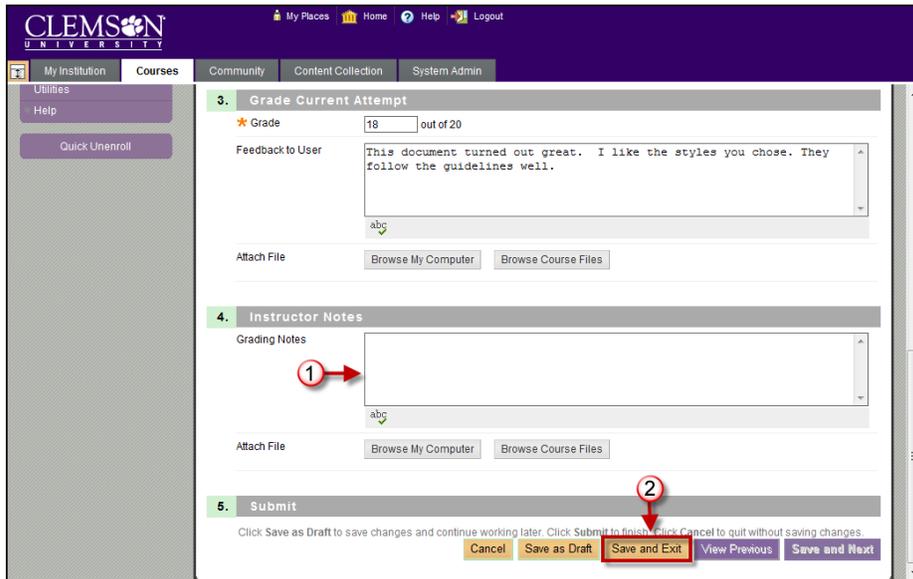


4. Select the Attempt to grade.
5. The Grade Assignment page is displayed.

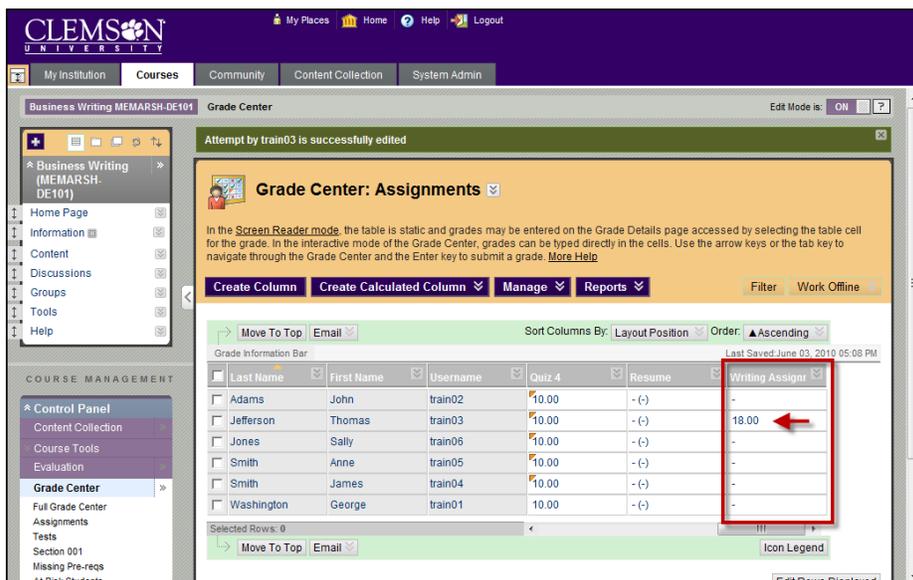


6. In the **Review Current Attempt** area, click the links for the **Attached Files** to download the document submitted for the selected assignment.

7. In the **Grade Current Attempt** area, enter the **Grade**.
8. Enter **Feedback to User**.
9. Click **Browse My Computer**. Select any files that contain information that needs to be shared with the student. This can be the student's document with markups or a copy of the rubric with notes attached.



10. In the **Instructor** Notes area, enter **Notes**. These are notes that only the instructor can see.
11. Then click **Save and Exit**.



12. The Grade Center is updated to reflect the student's grade.

**NOTE:** All attempts must be graded, or additional attempts must be removed in order for the grade to appear in the Grade Center. Depending on Column settings, either the First Attempt, Last Attempt, Lowest Grade, Highest Grade, or Average Grade will be displayed.



## Clearing Survey/Test/Assignment Attempts

### Clear Attempts for all Users

To clear attempts for all users:

1. In the Grade Center, find the column for which to clear attempts for all users.
2. Click the action link to the right of the column name.

The screenshot shows the Blackboard Grade Center interface for the course 'Business Writing (MEMARSH-DE101)'. The main area displays 'Grade Center: Assignments' with a table of student data. The table has columns for 'Last Name', 'First Name', 'Username', and 'Quiz 4'. The 'Quiz 4' column contains scores of 10.00 for several students. A context menu is open over the 'Quiz 4' column, listing various actions. The option 'Clear Attempts for All Users' is highlighted, and a red arrow points to it from below.

Last Name	First Name	Username	Quiz 4
Adams	John	train02	10.00
Jefferson	Thomas	train03	10.00
Jones	Sally	train06	10.00
Smith	Anne	train05	10.00
Smith	James	train04	10.00
Washington	George	train01	10.00

3. Select **Clear Attempts for All Users**.

The dialog box titled 'Clear Attempts for All Users' has two radio buttons: 'Attempts By Criteria' (selected) and 'Attempts Between Dates...'. Under 'Attempts By Criteria', there is a dropdown menu currently showing 'Last Attempt'. Below this are fields for 'Start Date' and 'End Date', each with a calendar icon and a note 'Enter dates as mm/dd/yyyy'. At the bottom are 'Cancel' and 'Submit' buttons.

4. Select whether to clear a specific attempt or to clear attempts by a date range.
  - a. Click the first radio button. Then select the attempt to remove or clear from the available drop down list.
    - **Last Attempt** – will remove the score for the last scored submission.
    - **First Attempt** – will remove the score for the first scored submission.

- **Lowest Scored Attempt** – will remove the score for the lowest scored attempt.
  - **Highest Scored Attempt** – will remove the score for the highest scored attempt.
  - **All Attempts** – will remove all submitted and scored attempts.
- b. Click **Attempts Between Dates**. Then select a **Start Date** and an **End Date**. All attempts submitted or scored during the selected date range will be removed.
5. Then click **Submit**.
  6. The system will display a pop-up window to verify that you want to continue. The actions are final and cannot be undone.
  7. Click **OK**.
  8. The Grade Center updates and displays the updated column.

## Clearing a Student Attempt

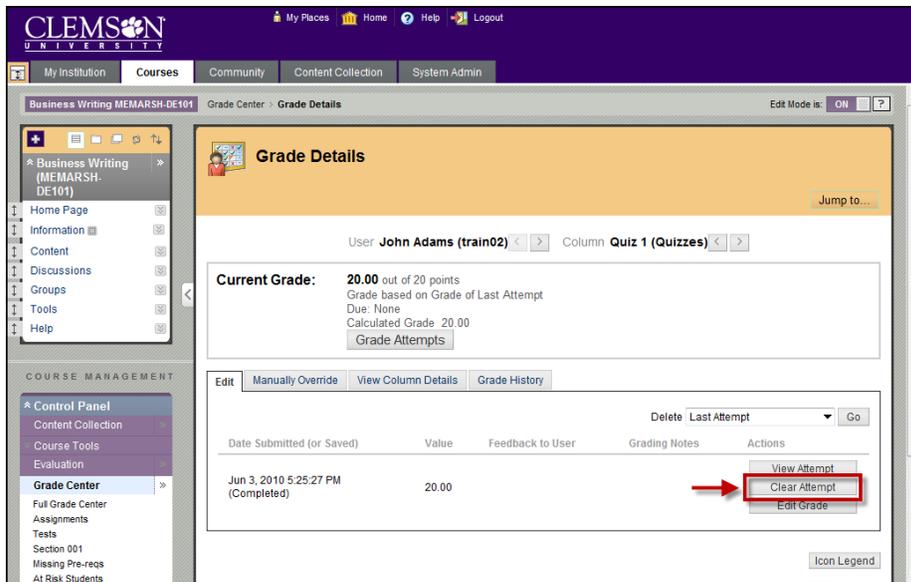
To clear a specific Student Attempt:

1. In the Grade Center, find the column for the attempt that needs to be cleared. This could be for an assignment or a quiz or test.
2. Then look for the student record.

The screenshot shows the Blackboard Grade Center interface for course DE\_102 Technical Writing. The main area displays a table of student records. The table has columns for Username, Last Name, First Name, Quiz 1, and Assignment 3. The student 'train30' (train30, train30, train30) has a score of 38.00 in the 'Assignment 3' column. A red box highlights the 'Assignment 3' column for this student, and a red arrow points to a green exclamation mark icon in the 'Assignment 3' column for the student 'train30'.

Username	Last Name	First Name	Quiz 1	Assignment 3
train02	Adams	John	8.00	-
train06	Adams	John q.	10.00	-
train03	Jefferson	Thomas	9.00	-
train04	Madison	James	7.00	-
train05	Monroe	James	8.00	-
train30	train30	train30	9.00	38.00
train01	Washington	George	10.00	-

3. Click the action link to the right of the students score, or the  (green exclamation mark).
4. Select **View Grade Details**.
5. The Grade Details page is displayed.



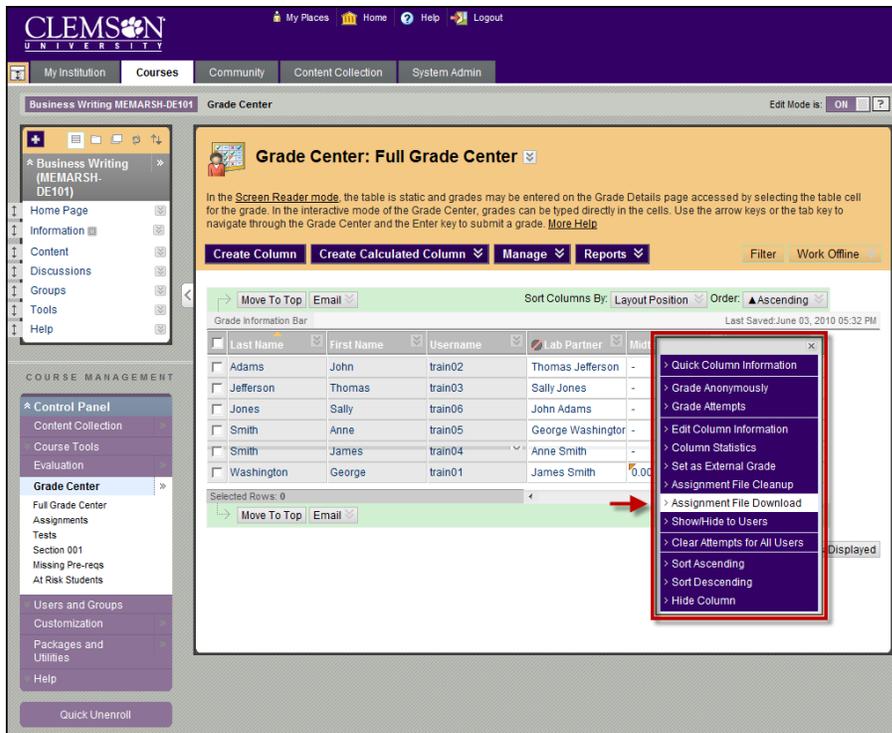
6. Click **Clear Attempt**.
7. The system will display a pop-up window to verify that you want to delete the attempt. That the actions are final and cannot be undone.
8. Click **OK**.
9. The Grade Details page is updated and the selected attempt has been removed.

## Downloading Assignments

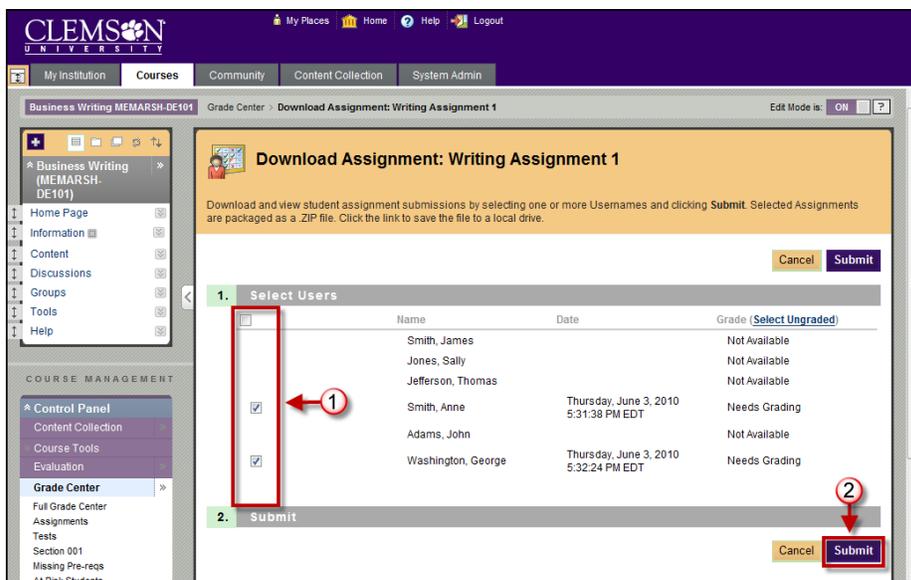
To download all student assignments from the Grade Center:

1. In the Grade Center, find the column for the attempt that Assignment that needs to be downloaded.

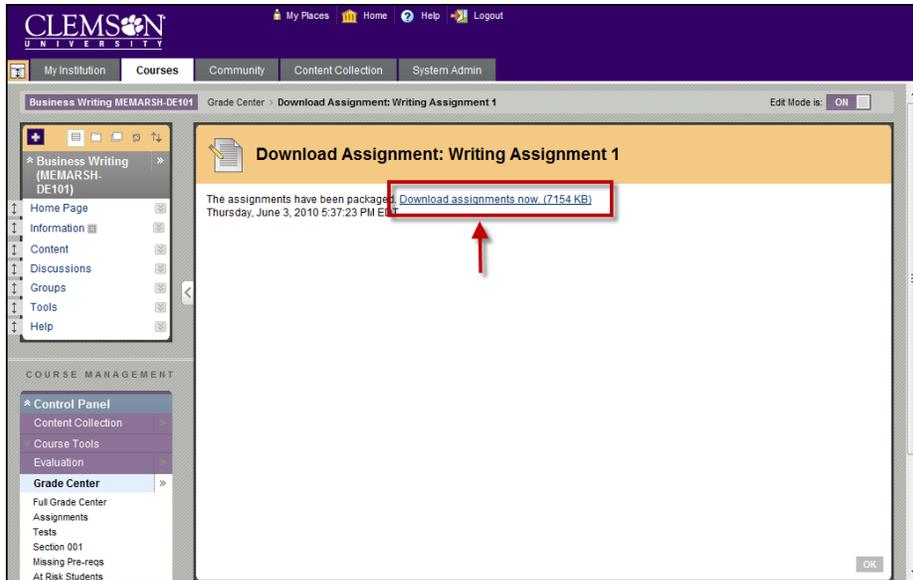
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2. Click the action link to the right of the column name.
3. Select **Assignment File Download**.



4. The Download Assignment page is displayed.
5. Select the users assignments that should be included in the download.
6. Then click **Submit**.



7. Click the **Download assignments now** link.

**Note:** Each student's submission included in the .ZIP file automatically includes the following items in the filename: The assignment name, the username of the person who submitted the assignment, and the original filename of the file the student attached. If students also added comments, you will also find a related txt file that contains those comments.

8. The file is a .ZIP file. You will need WINRAR or WINZIP to **Open** the .ZIP file.

9. You can also click **Save** and browse for a place on your local computer to place the .ZIP file.