

Viewing Student Survey/Test/Assignment Attempts

Blackboard Learn Grade Center

Assign a Grade to an Essay Question	1
Entering Grades manually in the Grade Center	3
Changing a Grade	4
Overriding a Grade	6
Reverting a Grade	8
Exempting a Grade	9
Grading Student Assignments	11
Clearing Survey/Test/Assignment Attempts	15
Clear Attempts for all Users	15
Clearing a Student Attempt	16
Downloading Assignments	17

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 \blacksquare (green exclamation mark).

(N	â My	Places 🏦 Home	🕜 Help 📲 Logout					
Ĩ	My Institution	Courses	Community (Content Collection	System Admin					
	Business Writing MEM	siness Writing MEMARSH-DE101 Grade Center Edit Mode is: ON								
‡ ‡ ‡	Business Writing (MEMARSH- DE101) Home Page Information	3 † ↓ ≫ ⊠	In the <u>Screen Read</u> for the grade. In the navigate through th Create Column	e Center: Ful er mode, the table is interactive mode of th e Grade Center and th Create Calcula	I Grade Center static and grades may b ne Grade Center, grades ne Enter key to submit a ted Column 🔌 Mi	e entered on the Gra can be typed directi grade. <u>More Help</u> anage Rep c	de Details page access y in the cells. Use the arr rts 🛠	ed by selecting the table ow keys or the tab key t Filter Work O	e cell o	
1	Discussions	3	Circuit Column	Circuit Culture		inago o nopo			_	
1	Groups	⊠ <		Email		Sort Columns By:	Layout Position 👋 Ord	er: Ascending 😪	-	
1	Tools	V	Grade Information B	ar			,	ast Saved:June 02, 2010	10:35 AM	
1	Help		Last Name	First Name	⊠ Username	Attendance	🛛 💋 Lab Partner 🖾	Midterm Exam		
	COURSE MANAGE	MENT	Adams	John	train02	70.00	Thomas Jefferson	-		
	Control Panel			Sally	train06	100.00	John Adams			
	Content Collection		□ Smith	Anne	train05	75.00	George Washington	-		
			□ Smith	James	train04	80.00	Anne Smith	-		
	Evaluation		Washington	George	train01	90.00	James Smith	n 4- 🕅		
	Grade Center	*	Salacted Dawa: 0							
	Full Grade Center Assignments		Move To To	Email 📎				Icon Legend		
	Tests Section 001 Missing Pre-reqs At Risk Students							Edit Rows Di	isplayed -	

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



	🕯 My Pla	ces 🏦 Home 🧿	Help 📲 Logo	ut			
My Institution Courses	Community Con	tent Collection S	ystem Admin				
Business Writing MEMARSH-DE101	Grade Center					Edit Mode is:	ON 🛛 ?
Business Writing * MEMARSH DE101) Home Page Information Discussions Discussions Topic Topic	Grade (In the Screen Reader Ir for the grade. In the inth navigate through the G Create Column	Center: Full G node, the table is stati ractive mode of the G rade Center and the E Create Calculated	c and grades m rade Center, gra nter key to subn Column 🔌	ter N ay be entered on the Grac addes can be typed directly nit a grade. <u>More Help</u> Manage N Repor Sort Columns By: []	le Details page access in the cells. Use the an ts ঔ Layout Position ⊗ Ord	ed by selecting the ta row keys or the tab ke Filter Work	ble cell y to Offline ≶
1 Help	Grade Information Bar	Grade Type: Grade P	oints Possible: 10	Displayed As: Score Visib	le to Users: Yes	Last Saved:June 02, 20	10 10:35 AM
	📕 Last Name	🗵 First Name 🛛 🖹	Username	Attendance	🖉 💋 Lab Partner 🗎	Midterm Exam 🖾	
COURSE NANACEMENT	F Adams	John	train02	70.00	Thomas Jefferson	-	
COORSE MANAGEMENT	🕅 Jefferson	Thomas	train03	100.00	Sally Jones	-	
* Control Panel	☐ Jones	Sally	train06	100.00	John Adams	-	
Content Collection	C Smith	Anne	train05	75.00	George Washingtor	-	
✓ Course Tools	C Smith	James	train04	80.00	Anne Smith	-	
Evaluation	T Washington	George	train01	90.00	Jam	×	
Grade Center >	Selected Dowe: 0			4	> View Grade	Details	
Full Grade Center	Move To Top	Email 🛇			> Exempt Gra	ide	
Assignments Tests Section 001 Missing Pre-reqs At Risk Students					> Attempt 6/2	/10 🔝 🛖	Displayed +

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



$\underbrace{\text{CLEMS}}_{J-N-1-V-E-R-S-1-T-V}$	🖆 My Paces 🧰 Home 🕢 Holp - 🕺 Logout
My Institution Courses	Community Content Collection System Admin
Business Writing MEMARSH-DE101	Grade Center > Edit Grade Edit Mode is: OII 2
Business Writing * HutEMARSH- DE101 Home Page Information I Content Discussions I Groups V	Crade Test: Midterm Exam Enter a grade and feedback for current test attempt. Use the Save and Next and View Previousbuttons to navigate through the attempts in the queue one at a time. If no changes are made to the attempt, clicking save and next will not change the status of the attempt. The grades are not released to students until all of the attempts have been graded. Click Hide User Names to grade these attempts anonymously. Click show User Names to display user information. More Help Jump to Hide User Names
tools Help Melp	Attempts:1 of 1 View: Full Grade Center User: George Washington (Attempt 1 of 1) Column: Midterm Exam Status: All Statuses
COURSE MANAGEMENT	Cancel Save and Exit View Previous Save and Next
* Control Panel Content Collection	* Test Information
© Course Tools Evaluation	Question 1: Essay
Grade Center ***	Marks at endominant rectinding right because and yre examples. Weins The information Age, also commonly how mas the Computer Age or information Era, is an idea that the current age will be characterized by the ability of individuals to transfer information at the idea is linked to the concept of a builty divide be and mitted in impossible to information at the idea is linked to the concept of a builty divide be and mitted in impossible to the manipulation of individuals in the idea is linked to the concept of a builty divide be and mitted in the second mitted in the second mitted in the second mitted in the idea is linked to the concept of a concept in dustrial factor, and carries the ramifications of a shift rom traditional divides of the dimension. Commonly as each of the grand aconcept concept of a concept o
	Path: body Path: body Save and Next Cancel Save and Exit View Previous Save and Next

- 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.



CLEM UNIVE		â My	Places 🍿 Home	🧿 Help 📲 Logol	t			
My Institutio	n Courses	Community C	ontent Collection	System Admin				
Business Writi	ing MEMARSH-DE1	01 Grade Center					Edit Mode is:	ON 🛛 ?
Business W (MEMARSH, DE101) Home Page Information II Content Discussions	riting × '	Grade	e Center: Ful armode, the table is : interactive mode of th a Grade Center and th Create Calcula	I Grade Cent static and grades ma le Grade Center, gra le Enter key to subm ted Column 😵	Yer ≥ y be entered on the Gra des can be typed directh t a grade. <u>More Help</u> Manage ≥ Repo	de Details page a rin the cells. Use rts ݢ	ccessed by selecting the tat the arrow keys or the tab key Filter Work (ile cell to Offline
Groups Groups Tools Help		Kove To Top Grade Information Bi	Email 🚿		Sort Columns By:	Layout Position	Order: Ascending Last Saved:June 02, 201	0 10:56 AM
		Last Name	🗵 First Name	☑ Username	Attendance 8-2	Resume	🗵 💋 Minimum Qu 🗵	
COURSE MA	ANAGEMENT	Adams	John Thomas	train02 train03	-	- (-)	0.00%	
Control Pan	iel 🛛	☐ Jones	Sally	train06		- (-)	100.00%	
Content Colle	ction »	Smith	Anne	train05		- (-)	100.00%	
✓ Course Tools		Smith	James	train04		- (-)	100.00%	
Evaluation	× .	Washington	George	train01		- (-)	100.00%	
Grade Center Full Grade Center Assignments Tests Section 001 Missing Pre-req At Risk Students	er IS	Selected Rows: 0	Email 🖄		4		III For Legend	Displayed

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

	â N	ly Places 🏦 Home	🕜 Help 📲 Logout				
My Institution Courses	Community	Content Collection	System Admin				
Business Writing MEMARSH-DE101	Grade Center					Edit Mode is:	ON 🛛 ?
Business Writing (MEMARSH- DE101) Home Page I Information Content Discussions Groups Groups Groups Second	Grace In the Screen Rea for the grade. In th navigate through th Create Column Move To Tr Grade Information	de Center: Fu de interactive mode of the Grade Center and n Create Calcul op Email S Bar Grade Type: Grad	II Grade Center static and grades may the Grade Center, grade the Enter key to submit : ated Column V N de Points Possible: 10 Di	EX Example 2 Exam	le Details page in the cells. Use ts South Position a to Users: Yes	accessed by selecting the table the arrow keys or the tab key t Filter Work C Order: Ascending Last Saved June 02, 2010	e cell lo Mine ≫ E 11:03 AM
	🔲 Last Name			Attendance 8-2	Resume	🗵 💋 Minimum Qu	
COURSE MANAGEMENT	☐ Adams ☐ Jefferson	John Thomas	train02 train03	10.00 7.00	- (-) - (-)	100.00% 0.00%	
* Control Panel	☐ Jones	Sally	train06 📥	8	2 - (-)	100.00%	
Content Collection	C Smith	Anne	train05		- (-)	100.00%	
Course Tools	☐ Smith	James	train04		- (-)	100.00%	
Evaluation	☐ Washington	George	train01		- (-)	100.00%	
Grade Center »	Selected Rows: 0			4			
Full Grade Center Assignments	Move To To	op Email 🛛			_	Icon Legend	
Tests Section 001 Missing Pre-reqs At Risk Students						Edit Rows D	isplayed 👻

- 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:



- 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.

CLEMS	🛔 My Places 💼 Home 🕜 Help - 🎾 Logaut					
My Institution Courses	Community Content Collection System Admin					
Business Writing MEMARSH-DE101	Grade Center > Grade Details Ed	t Mode is: ON				
Business Writing (MEMARSH- DE101) Home Page S	Grade Details	Jump to				
Information S Content	User John Adams (train02)					
1 Discussions Image: Current Grade: 70.00 out of 100 points 1 Groups Image: Current Grade: Grade based on Grade of Last Attempt 1 Tools Image: Current Grade: Due: None						
t Help	Edit Manually Override View Column Details Grade History					
COURSE MANAGEMENT	Date Submitted (or Saved) Value Feedback to User Grading Notes Action	ns				
* Control Panel Content Collection	May 28, 2010 4:53 32 PM 70.00	lear Grade Edit Grade				
Evaluation Grade Center >		Icon Legend				
Full Grade Center Assignments Tests Section 001 Missing Pre-reqs		-				

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

	着 My Places 🧰 Home 🕢 Holp 🍕 Logaut	
My Institution Courses	Community Content Collection System Admin	
Business Writing MEMARSH-DE101	Grade Center > Grade Details	Edit Mode is: ON
Business Writing (MEMARSH. DE101) Home Page S	Grade Details	Jump to
	User John Adams (train02) < > Column Attendance (No Category) <	>
1 Discussions Image: Constraint of the second seco	Current Grade: 70.00 out of 100 points Grade based on Grade of Last Attempt Due: None	E
‡ Help 🐨	Edit Manually Override View Column Details Grade History	3
COURSE MANAGEMENT	Date Submitted (or Saved) Value Feedback to User Grading Notes	Actions
Control Panel Content Collection Course Tools Evaluation Grade Center *	Current Grade Value T0.00 Marchis attempt as Ignored	^ _ abç
Full Grade Center Assignments Tests Section 001 Missing Pre-regs At Rok Students	Cancel Save	

- 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.

	🛔 My Pisces 🧰 Home 🕜 Help 🥠 Logout	
My Institution Courses	Community Content Collection System Admin	
Business Writing MEMARSH-DE101	Grade Center > Grade Details Edt Mode is:	ON 📝
Business Writing (MEMARSH- DE101) Home Page S	Grade Details	ump to
1 Information ■ S Content	User George Washington (train01) <>> Column Midterm Exam (Test) <>	
1 Discussions 1 Groups 1 Tools 1 Help	Current Grade: 7.00 out of 10 points Grade based on Grade of Last Attempt Due: None Calculated Grade 7.00 Grade Attempts	E
COURSE MANAGEMENT	Edit Manually Override View Column Details Grade History	
Content Collection	Delete Last Attempt	r Go
Course Tools	Date Submitted (or Saved) Value Feedback to User Grading Notes Actions	
Evaluation > Grade Center > Full Grade Center Assignments	Jun 2, 2010 10:56:26 AM 7.00 Clear Attern (Completed) Edit Grade	pt
Tests Section 001 Missing Pre-reqs At Risk Students	loc	n Legend 👻

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



CLEMS	🕯 My Places n Home 🕜 Help 🥠 Lagaut	
My Institution Courses	Community Content Collection System Admin	
Business Writing MEMARSH-DE101	Grade Center > Grade Details Edit Mode is:	ON 🛛 ?
Business Writing (MEMARSH- DE101) Home Page Set	Grade Details	Jump to
1 Information 1 Content 1 Discussions 1 Groups 1 Tools	User George Washington (train01) <> Column Midterm Exam (Test) <> Current Grade: 7.00 out of 10 points Grade based on Grade of Last Attempt Due: None	
1 Help S	Calculated Grade 7.00 Grade Attempts 2 3 Edit Manually Override View Column Details Grade History	
Control Panel Content Collection Course Tools Evaluation Grade Center »	Override Grade Grading Notes B Adjusted by 1 point for the grade curve. Complexity Adjusted by 1 point for the grade curve.	_
Full Grade Center Assignments Tests Section 001 Missing Pre-reqs At Risk Sturients	Cancel Save	

- 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.

CLEMS	🛔 My Places 🏦 Home 🕢 Help 🥠 Logout				
My Institution Courses	Community Content Collection System Admin				
Business Writing MEMARSH-DE101	Grade Center > Grade Details	Edit Mode is: ON 🕅 🖗	^		
Business Writing (MEMARSH- DE101) Bene Page Second Se	Grade Details	Jump to			
1 Information □ ○	User George Washington (train01) < > Column Midterm Exam (Test	< > (
1 Discussions Image: Component of the second secon	ions 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				
COURSE MANAGEMENT	Edit Manually Override View Column Details Grade History				
* Control Panel Content Collection	Delete Last Attem Date Submitted (or Saved) Value Feedback to User Grading Notes	pt • Go			
Evaluation > Grade Center > Full Grade Center Assignments	Jun 2, 2010 10:56:26 AM 7.00 (Completed) 7.00	View Attempt Clear Attempt Edit Grade			
Tests Section 001 Missing Pre-reqs At Risk Students		Icon Legend	+		

- 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**.



			â	My Places 🥤	i Home 🕜 Help 🔧	Logout				
I	My Institution	Courses	Community	Content Col	lection System Adr	nin				
	Business Writing ME	MARSH-DE101	Grade Center > G	rade Details					Edit Mode is: ON 🕅	2
	• • • •	9 1¥	Revert Manual C	override was s	successful.				Ē	3
1	* Business Writing (MEMARSH- DE101) Home Page	*	Gra	de Detai	Is					
Ţ.	Information III								Jump to	
↓ ↓ ↓	Content Discussions Groups			User G	eorge Washington	(train01) < >	Column M	idterm Exam (Te	est) < >	=
I Groups Image: Current Grade: 7.00 out of 10 points Grade based on Grade of Last Attempt Due: None Course MANAGEMENT Grade Attempts										
	* Control Panel		Edit Manua	Illy Override	View Column Details	Grade History				
	Content Collection Course Tools Evaluation	»	Date Submi	itted (or Save	d) Value	Feedback to U	Iser	Delete Last Att	empt • Go	
	Grade Center Full Grade Center Assignments Tests Section 001 Missing Pre-regs	*	Jun 2, 2010 (Completed	10:56:26 AM	7.00			stating notes	View Attempt Clear Attempt Edit Grade	

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**.



	🛔 My Paces 🧰 Home 🕢 Holp 📲 Logout	
My Institution Courses	Community Content Collection System Admin	
Business Writing MEMARSH-DE101	Grade Center > Grade Details Edt Mode its 011	- -
Business Writing (MEMARSH. DE101) Home Page S	Grade Details	
1 Information □ ✓ Content	User George Washington (train01) <>> Column Midterm Exam (Test) <>>	
1 Discussions 1 Groups 1 Tools 1 Help	Current Grade: 7.00 out of 10 points Grade based on Grade of Last Attempt Due: None Calculated Grade 7.00 Grade Attempts	=
COURSE MANAGEMENT	Edit Manually Override View Column Details Grade History	
* Control Panel Content Collection	Delete Last Attempt - Go	
Course Tools	Date Submitted (or Saved) Value Feedback to User Grading Notes Actions	
Evaluation Grade Center Assignments	Jun 2, 2010 10:56:26 AM 7.00 Clear Attempt (Completed) 7.00 Edit Grade	
Tests Section 001 Missing Pre-reqs At Risk Students	I con Legend	-

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

		<u>N</u>	é	My Places 🏦 H	lome <u> Help</u>	Logout		
I	My Institution	ourses	Community	Content Collecti	ion System Ad	nin		
	Business Writing MEMA	RSH-DE101	Grade Center > 1	Grade Details			Edit Mode is: ON 💹 🖓	-
1	* Business Writing (MEMARSH- DE101) Home Page	* *	Gra	ade Details			Jump to	
1 500 1 1	Information 📰 Content	×		User Geor	rge Washington	(train01) < 🔿	Column Midterm Exam (Test)	
1	Discussions Groups Tools Help		Current G	Grade: 7.00 Grad Due: Calc Gr	0 out of 10 points de based on Grade : None :ulated Grade 7.00 rade Attempts	of Last Attempt	2	H
	COURSE MANAGEN	MENT	Edit Manu	ally Override Vi	iew Column Details	Grade History	Ţ	
	Control Panel Content Collection Course Tools Evaluation Grade Center Ful Grade Center Assignments Tests Section 001 Missing Pre-reqs	*	Overri	de Grade empt user from this	Feedba	ck to User	Grading Notes this user is exempt from the completed all assignments abg Cancel Save	

- 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.



	N	着 My	Places 🍿 Home	🕑 Help 📲 Logout				
My Institution	Courses	Community C	Content Collection	System Admin				
Business Writing ME	MARSH-DE101	Grade Center					Edit Mode is:	ON 🛛 ?
Business Writing (MEMARSH- DE101) Home Page Information Content Discussions Groups	2 1 1 1 1 1 1 1 1 1 1	Grade	e Center: Full ermode, the table is s interactive mode of th e Grade Center and th Create Calculat	Grade Cente static and grades may e Grade Center, grade e Enter key to submit ted Column ¥	be entered on the Gr s can be typed direct a grade. <u>More Help</u> lanage	ade Details page access ily in the cells. Use the ar orts 😵	sed by selecting the tab rrow keys or the tab key Filter Work C	le cell to Offline S
1 Tools		Move To Top	Email 🖉		Sort Columns By	Layout Position 👋 Or	der: Ascending	44-29 AM
‡ Help		Last Name	First Name	Username	Attendance	🗵 💋 Lab Partner 🖹	Midterm Exam	11.26 Am
COURSE MANAG	EMENT	☐ Adams ☐ Jefferson	John Thomas	train02 train03	80.00	Thomas Jefferson Sally Jones	-	
* Control Panel		☐ Jones	Sally	train06	100.00	John Adams	-	
Content Collection		C Smith	Anne	train05	75.00	George Washingto	· -	
∛ Course Tools		C Smith	James	train04	80.00	Anne Smith	-	
Evaluation	× ()	☐ Washington	George	train01	90.00	James Smith	M 🔶	
Grade Center	*	Selected Rows: 0			4			
Full Grade Center Assignments		Move To Top	Email 🕅				Icon Legend	
Tests Section 001 Missing Pre-reqs At Risk Students		_					Edit Rows [Displayed

- 10. The cell in the Grade Center will now contain a (blue crosshatch square). This is the icon to indicate that this grade is exempt.
- 11. 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:

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

	CLEMS	N	â	My Places 🏦 Home	🕜 Help 📲 Logo	ut			
1	My Institution	Courses	Community	Content Collection	System Admin				
	Business Writing ME	MARSH-DE101	Grade Center					E	dit Mode is: ON 📝 ?
1	* Business Writing (MEMARSH- DE101) Home Page Information	2 1+ > > >	Gra In the <u>Screen R</u> for the grade. In navigate throug	ade Center: As eader mode, the table is the interactive mode of h the Grade Center and	static and grades m the Grade Center, gra the Enter key to subm	ay be entered on th ides can be typed d iit a grade. <u>More He</u>	e Grade Details page a lirectly in the cells. Use 210	accessed by selec the arrow keys or	cling the table cell the tab key to
1	Discussions		Create Colu	nn Create Calcul	lated Column ⊗	Manage ≫ I	Reports	Filter	Work Offline
1	Groups	⊠ [<	In the second second	Tee		Sort Column	C Dr. Laward Dasilian	Order Ann	
\$	Tools		Orada la farmati	Top Email V		Solt Column	S Dy. Layout Position	Cidel. Asc	
1	Help				×	Y	V	Last Saved.	Sune 05, 2010 04.27 PM
			Last Name	First Name	Username	Quiz 4	Resume	Writing As	ssignr 🗠
	COURSE MANAG	EMENT	Adams	John	train02	10.00	- (-)		
			☐ Jefferson	Thomas	train03	10.00	- (-)		
	* Control Panel		☐ Jones	Sally	train06	10.00	- (-)	-	
8	Content Collection		C Smith	Anne	train05	10.00	- (-)	-	
	Course Loois		Smith	James	train04	10.00	- (-)	-	
8	Evaluation		T Washingto	n George	train01	10.00	- (-)	-	
	Grade Center >		Selected Rows:	0		•	<		
	Assignments		Move To	n Legend					
	Tests Section 001 Missing Pre-reqs At Risk Students								Edit Rows Displayed

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



	â N	ly Places 🏦 Home	🕑 Help 📲 Logou	t			
My Institution Courses	Community	Content Collection	System Admin				
Business Writing MEMARSH-DE101	Grade Center					Edit Mode is:	ON 🔃 ?
Business Writing * (MEMARSH- DE101) Home Page	Grace In the Screen Rea for the grade. In the	le Center: As der mode, the table is e interactive mode of	static and grades ma the Grade Center, grad	iy be entered on th des can be typed (ne Grade Details page directly in the cells. Us	accessed by selecting the tab e the arrow keys or the tab key	ole cell / to
	Create Colum	he Grade Center and Create Calcul	the Enter key to subm ated Column ♥	ita grade. <u>More H</u> Manage	<u>elp</u> Reports	Filter Work (Offline ✓
Croups Groups Tools S	Move To To	op Email 🗸		IS By: Layout Position	Order: Ascending		
‡ Help 🗵	Grade Information	Bar Grade Type: Grad	de Points Possible: 20 Username	Displayed As: Score	e Visible to Users: Yes Resume	Writing Assignr	0 04:27 PM
COURSE MANAGEMENT	C Adams	John Thomas	train02 train03	1 0.00	- (-)	- X	
* Control Panel	☐ Jones	Sally	train06	10.00	- (-) > Vie	w Grade Details	
Course Tools	C Smith	Anne	train05	10.00	- (-) > Atte	empt 6/3/10 🚺 🔶	
Evaluation ×	T Washington	George	train01	10.00	- (-)	-	
Full Grade Center Assignments Tests Section 001	Selected Rows: 0	op Email 🖉		٩		Icon Legend	Displayed
Missing Pre-reqs							-

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

<u>CLEMS#N</u>	🛓 My Places 🏦 Home 🕜 Help 📲 Logaut
My Institution Courses	Community Content Collection System Admin
Business Writing MEMARSH-DE10	Grade Center > Edit Grade Edit Mode is: 01 2
Business Writing * Hut MARSH- DE101) Home Page Information Content I Discussions Groups I Tools Help	Grade Assignment: Writing Assignment 1 Enter a grade and feedback for current assignment attempt. Use the Save and Next and View Previousbuttons to navigate through the attempts in the queue one at a time. If no changes are made to the attempt, clicking save and next will not change the status of the attempt. The grades are not released to students until all of the attempts have been graded. Click Hide User Names to grade these attempts anonymously. Click Show User Names to display user information. More Heig
COURSE MANAGEMENT	* Assignment Information
* Control Panel Content Collection Course Tools Evaluation	* Indicates a required field. Cancel Save as Draft Save and Exit View Previous Save and Next 1. Submission History
Grade Center » Full Grade Center Assignments	Attempt #1 (You are reviewing this attempt)
Section 001 Missing Pro-regs At Risk Students User's and Groups Customization Packages and Utilities Help	2. Review Current Attempt Submission Attached is my writing assignment. Attached Files Newsletter2009.doc Comments 3. Grade Current Attempt ★ Grade
Ouick Unerroll	Feedback to User This document turned out great. I like the styles you chose. They follow the guidelines well. abg Attach File This document turned out great. Browse My Computer Browse Course Files

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.

CLEMS	🛔 My Places 🏦 Home 🕢 Help 📲 Logout											
My Institution Courses	Community Content Collection System Admin											
Utilities	3. Grade Current Attempt											
Help	* Grade 18 out of 20											
Quick Unenroll	Feedback to User This document turned out great. I like the styles you chose. They follow the guidelines well.											
	Attach File Browse My Computer Browse Course Files											
	Grading Notes											
	Attach File Browse My Computer Browse Course Files											
	Submit Click Save as Draft to save changes and continue working later. Click Submit to finish click Cancel to guit without saving changes. Cancel Save as Draft Save and Exit View Previous Save and Next											

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

CLEMS		ŕ	My Places 🏦 Home	😧 Help 📲 Logout							
My Institution	Courses	Community	Content Collection	System Admin							
Business Writing	MEMARSH-DE101	Grade Center					Edit Mode is: ON	?			
+ =	⇒ ↑↓	Attempt by trai	n03 is successfully edi	ted							
* Business Writir (MEMARSH- DE101) Home Page	ng »	Grade Center: Assignments 🛛									
Information III	8	In the Screen F	the interactive mode of	s static and grades may	be entered on the	e Grade Details page a	ccessed by selecting the table cel	1			
Content	\otimes	navigate through	h the Grade Center and	the Enter key to submit	a grade. <u>More He</u>	lip	the arrow keys of the tab key to				
Discussions							5% No. 1 07%				
Groups	⊠ <	Create Colu	mn Create Calcu	lated Column 🌣 📘	Manage 🌣 🛛 F	Reports ≫	Filter Work Offline	× ,			
Tools											
Help	×	Move To	Top Email 🗸		Sort Columns	By: Layout Position	○ Order: ▲Ascending				
		Grade Informat	Last Saved:June 03, 2010 05:0	Last Saved:June 03, 2010 05:08 PM							
COURSE MANA	GEMENT	💷 Last Nam					🗵 Writing Assignr 🖾				
Control Bonol		F Adams	John	train02	10.00	- (-)					
Control Panel	n	🖵 Jefferson	Thomas	train03	10.00	- (-)	18.00 🔶				
Course Tools		🖵 Jones	Sally	train06	10.00	- (-)					
Evaluation		C Smith	Anne	train05	10.00	- (-)					
Grade Center	*	C Smith	James	train04	10.00	- (-)	-				
Full Grade Center		☐ Washingt	on George	train01	10.00	- (-)	-				
Assignments		Selected Rows:	0		4						
Tests		Move To Top Email									
Missing Pre-reqs											
At Risk Students							Edit Rows Displa	hved			

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.



3. Select Clear Attempts for All Users.



- 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.

CLEN		Ţ			🍐 My Place	es 🏛 Home 🕜) Help 🕂 Logou			Screen Reader Support
MyCLEms	on Cou	rses	Work	groups	Content Collection	Employees	Portal Admin	System Admin	Clemson Resources	
DE_102 Techi	nical Writing	Evaluat	ion > Gr	ade Center						Edit Mode: ON 📝 📍
+ E_102 (T Writing)	🖹 🔲 🕬 echnical	×	Care of the second seco	Gra	de Center 🗵					
 Home Page Information Module 1 		× ×	In th inter key t	e <u>screen rea</u> active view o' to submit a g	<u>der view</u> , the table is s f the Grade Center, gra rade.	tatic and grades n ades can be typed	nay be entered on the directly in the cells.	e Grade Details pag Use the arrow keys o	e accessed by selecting t In the tab key to navigate t	the table cell for the grade. In the hrough the Grade Center and the Enter
1 Discussions	5	≥	Cr	eate Colun	nn Create Calcu	lated Column ∛	≶ Manage ≫	Reports ≫		Work Offline 🚿
1 Groups		× .	-	ment Manu	Full Out to Out to Y	Calles Default	Carl Calumna I			E
I Tools		×	Cu	intenit view.	Full Grade Center V	Set as Delault	Solt Columns t	Layout Position	S Order. Ascending	
1 Help		× ()	Grad	e Information	n Bar					
COURSE N	IANAGEM	ENT		Move To T	Fop Email⊗			Ic	on Legend	
* Control Pa	anel							S Assignm	ient 3 🔟	
× Course Too	ols			train02	Adams	John	8.00	-		
Course Link	ks			train06	Adams	John q.	10.00			
* Evaluation	ı	»	Е	train03	Jefferson	Thomas	9.00	-		
Early Warning	g System		Г	train04	Madison	James	7.00	-		
Grade Center				train05	Monroe	James	8.00			
Tracking Rep	Dasnboard orts			train30	train30	train30	9.00	38.00	× 🛻	
			E	train01	Washington	George	10.00			
Visers and	Groups		Sel	ected Rows:	0					
Customizat	tion	» ////								

- 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.



	h My Places	n 🟦 Home 🥥 Help 📲 Logout	
My Institution Courses	Community Content (it Collection System Admin	
Business Writing MEMARSH-DE101	Grade Center > Grade Detail:	ails Edit Mode is: ON	?
Business Writing (MEMARSH- DE101) Home Page	Grade Det	e tails Jump to	
Information S Content		User John Adams (train02)	
1 Discussions Image: Constraint of the second seco	Current Grade:	20.00 out of 20 points Grade based on Grade of Last Attempt Due: None Calculated Grade 20.00 Grade Attempts	E
COURSE MANAGEMENT	Edit Manually Override	de View Column Details Grade History	
* Control Panel Content Collection	Date Submitted (or Sa	Delete Last Attempt Gased) Value Feedback to User Gradien Moles Actions	
Evaluation Grade Center Full Grade Center Assignments	Jun 3, 2010 5:25:27 PM (Completed)	PM 20.00 Clear Alternot Edit Grade	
Tests Section 001 Missing Pre-reqs At Risk Students		Icon Lege	and

- 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.



(ū			â	My Place:	s 🏦 Home	⊘ H	ielp 📲 Logo	ut				
I	My Institution	Courses	Community	Conter	nt Collection	Sys	stem Admin					
	Business Writing ME	MARSH-DE101	Grade Center								Edit Mode is:	ON 📉 ?
	Business Writing (MEMARSH- DE101) Home Page Information Content	2 t+ 2 ×	In the <u>Screen Rr</u> for the grade. In navigate through	ader mo the intera the Grad	enter: Ful de, the table is active mode of the de Center and the create Calcula	I Gr static ne Gra ne Ent	rade Cen and grades m ade Center, gra ter key to subn Column 🔌	ter l ay be e ides ca hit a gra Man	ontered on the Grade In be typed directly in In ade. <u>More Help</u> In age ♥ Reports	Detail the ce	s page accessed by selecting the tal IIs. Use the arrow keys or the tab key Filter Work f	ole cell ∕to
Ţ.	Discussions											
••••• †	Tools		Move To	Top En	nail 🛛			\$	Sort Columns By: La	ayout P	osition 👋 Order: 🔺 Ascending 👋	
Î	Help		Grade Information	on Bar						_	Last Saved:June 03, 201	0 05:32 PM
			📕 Last Name		First Name		Username		💋 Lab Partner 🗵	Midt	×	
	CUREE MANAG	EMENT	F Adams		John		train02		Thomas Jefferson	-	> Quick Column Information	
	CORSE MANAG	EMENT	🕅 Jefferson		Thomas		train03		Sally Jones	-	> Grade Anonymously	
*	Control Panel		🖵 Jones		Sally		train06		John Adams	-	> Grade Attempts	
			C Smith		Anne		train05		George Washington	r -	> Edit Column Information	
			☐ Smith		James		train04		Anne Smith	-	Column Statistics	
	Evaluation	* *		n	George		train01		James Smith	6.00	> Set as External Grade	
	Grade Center	×	Selected Rows: I)		_		-	4		> Assignment File Cleanup	
	Full Grade Center		Move To	, Top En	nail 🛇				-		> Assignment File Download	
	Assignments Tests										> Show/Hide to Users	
	Section 001									_	Clear Attempts for All Users	Displayed
	Missing Pre-reqs									_	Sort Ascending	
	At Risk Students									_	> Sort Descending	
										_ [> Hide Column	
	Customization											·
	Packages and Utilities											
C	Quick Unenrol											

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

				🍐 My Places i 🏦 Home	🥑 Help 📲 Logout		
1	My Institution	Courses	Community	Content Collection	System Admin		
	Business Writing ME	EMARSH-DE101	Grade Center	> Download Assignment:	Writing Assignment 1		Edit Mode is: ON 🕅 🖓
Į	* Eusiness Writing (MEMARSH- DE101) Home Page	(2) (2) (2) (2) (2) (2) (2) (2) (2) (2)	Download a are package	Download Assign nd view student assignmen rd as a .ZIP file. Click the lir	nment: Writing As nt submissions by selecting o nk to save the file to a local dri	signment 1 one or more Usernames and clickir ive.	ng Submit. Selected Assignments
↓ ↓ ↓ ↓	Information III Content Discussions	×					Cancel Submit
1	Groups	⊠ <	1. Se	lect Users			
Į.	Tools				Name	Date	Grade (Select Ungraded)
	Help	×.			Smith, James		Not Available
					Jones, Sally		Not Available
	COURSE MANAG	BEMENT			Jefferson, Thomas		Not Available
	* Control Panel			- 1	Smith, Anne	Thursday, June 3, 2010 5:31:38 PM EDT	Needs Grading
8	Content Collection				Adams, John		Not Available
	Course Tools Evaluation		V		Washington, George	Thursday, June 3, 2010 5:32:24 PM EDT	Needs Grading
8	Grade Center	»					(2)
	Full Grade Center Assignments Tests Section 001 Missing Pre-regs		2 . Su	bmit			Cancel Submit

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



į			🕯 My Places 🏦 Home 🕢 Help 🥠 Logout		
I	My Institution	Courses	Community Content Collection System Admin		
	Business Writing ME	EMARSH-DE101	Grade Center > Download Assignment: Writing Assignment 1	Edit Mode is: ON	-
	* Business Writing (MEMARSH-	9 î¥ *	Download Assignment: Writing Assignment 1		
Ĵ	DE101) Home Page		The assignments have been packaged. <u>Download assignments now. (7154 KB)</u> Thursday, June 3, 2010 5:37:23 PM ELT		
‡ 55551	Information III	X	•		
1	Discussions		I		E
↓ 1	Tools				
1	Help				
	COURSE MANAG	EMENT			
	Control Panel				
	Content Collection				
	Evaluation	×			
	Full Grade Center	*			
	Assignments				
	Section 001				
	Missing Pre-reqs At Risk Students			ОК	-

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

Note: Each students 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.