Concordia University
Office of Continuing and Distance Education
Blackboard Learn Tips
Grading Assignment Submissions - Needs Grading

In Blackboard, Instructors access submitted assignments from the "**Needs Grading**" window or the "**Full Grade Center.**"

To find these tools go to the **Course Management Menu** (the grey area of the menu at the left of any course page). Under "Grade Center" you will find the links to these two grading areas.

Needs Grading screen (See Fig. 1)

Any assignment, discussion or test that is designated as a graded item and is not automatically graded by Blackboard (such as multiple-choice quizzes) will appear in the Needs Grading area. From this screen you can read/review what the student submitted, give feedback and post their grades.

When a submission includes an attached file you can use the "in-line" comments & mark-up tools to provide the student with feedback on their paper, without downloading any files. However, if you prefer, you can download the attached file, comment within the document, and then return to the submission and attach the file to the feedback section of the grading pane.

If you do not see the Feedback window, open the grading panel with the pull-down arrow below the points window. (See Fig. 2)

When you are done grading use the "**Submit**" button to publish the grade and feedback to the gradebook for student access.

> **Please note**: at this time the "Save as Draft" option does not work. We have reported this issue to Blackboard and it is a known error in the grading tool and likely will not be corrected until a new version is released in the Fall of 2015 or later.
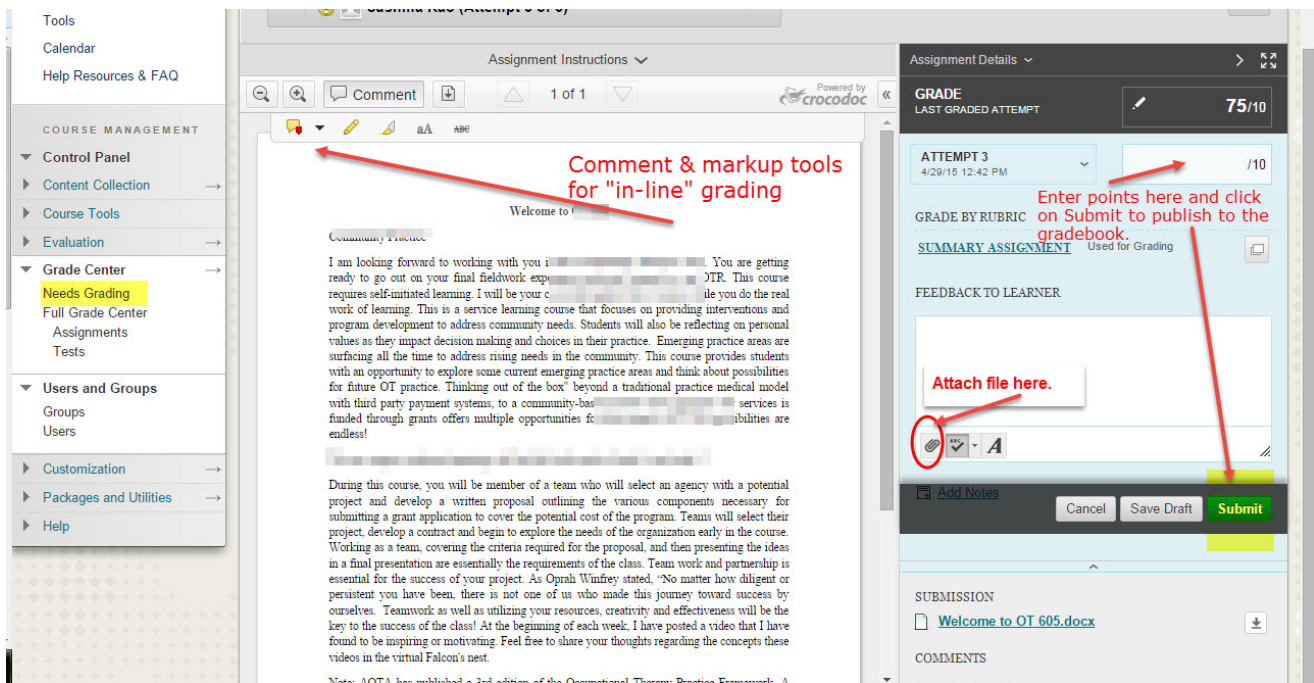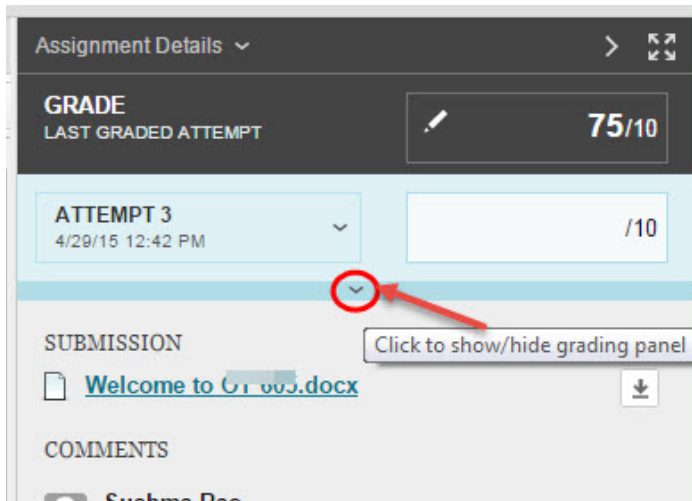
Fig. 1

Fig. 2

Open the Feedback window if it is collapsed by clicking on the down arrow below the grading window.

Once a grade is submitted, the student's submission will be removed from the "Needs Grading" window. To return to a student's assignment submission after a grade has been submitted do the following:

1. Go to the Course Management Menu (left side of course page)
2. From the "Grade Center" option, choose "**Full Grade Center**"
   - That will display a table format with student names in the rows and course assignment titles in the columns.
3. Find the column for the assignment you want to view
4. Pull down the option arrow in the cell for the chosen assignment & student.
5. From the menu that appears, choose "Attempt xx/xx/xxx" (date of submission)
6. The student's drop box, test or discussion submission will then appear in the "needs grading" view.

Full Grade Center – Student submission menu

Choosing "Attempt xx/xx/xxxx" will re-open the submission in the Needs Grading screen

Choosing "View Grade Details" will open the information about all the attempts a student has made for this assignment

Fig. 3