Concordia University
Office of Continuing and Distance Education
Blackboard Learn Tips
Grading Assignment Submissions – Full Grade Center

To access student submissions in Blackboard go to the **Course Management Menu** (the grey area of the menu at the left of any course page). Under "Grade Center" section you will find the links to two grading areas: the "**Needs Grading**" window or the "**Full Grade Center.**" (i.e. grade-book view).

If assignments do not show up in the "Needs Grading" window you can access them in the "Full Grade Center."
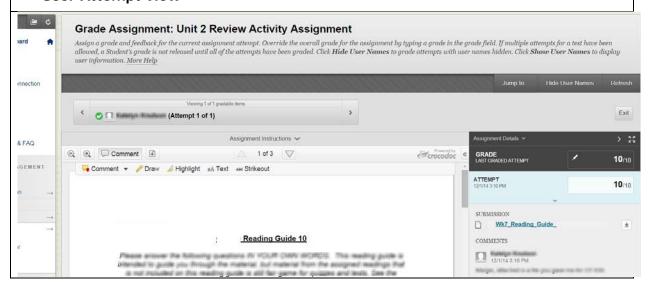
When you open the Full Grade Center window do the following:

- To view all the columns in the Blackboard gradebook, use the horizontal scroll bar to see columns that are not visible in the first section of the gradebook.

Full Grade Center view:
- To grade or re-grade a submission, go to the column for the assignment and the cell for the specific student; pull down the option arrow in that cell; choose the item at the bottom of the menu ("Attempt (date)" or "Grade User Activity") to open that submission and grade. **User Attempt view**

- Or choose "View Grade Details" from the top of the menu to see details about submissions.

View Grade Details window