

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:

Student Name	Overall	1.1 Fact Sheet:	1.2 Fact Sheet:	1.3 Discussion:	1.4 Discussion:	2.1 Fact Sheet:	2.2 Fact Sheet:	2.3 Fact Sheet:
Corey	100.00%	10.00	10.00	10.00	10.00			
Diana	100.00%	10.00	10.00	10.00	10.00			
Elanie	100.00%	10.00	10.00	10.00	10.00			
Rocky	100.00%	10.00	10.00	10.00	10.00			
Egan	--							
Ibrahim	100.00%	10.00	10.00	10.00	10.00			
Michelle	100.00%	10.00	10.00	10.00	10.00			
Kenzie	100.00%	10.00	10.00	10.00	10.00			
Janna	100.00%	--	--	10.00				
Nily	100.00%	10.00			0.00			
Chris	88.88884%	10.00			10.00			

- 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

Grade Assignment: Unit 2 Review Activity Assignment

Assign a grade and feedback for the current assignment attempt. Override the overall grade for the assignment by typing a grade in the grade field. If multiple attempts for a test have been allowed, a Student's grade is not released until all of the attempts have been graded. Click **Hide User Names** to grade attempts with user names hidden. Click **Show User Names** to display user information. [More Help](#)

Viewing 1 of 1 gradable items

Wk7_Reading_Guide (Attempt 1 of 1)

Assignment Instructions

1 of 3

Assignment Details

GRADE: LAST GRADED ATTEMPT: 10/10

ATTEMPT: 12/1/14 3:10 PM: 10/10

SUBMISSION: Wk7_Reading_Guide

COMMENTS: Wk7_Reading_Guide (12/1/14 3:10 PM)

Reading Guide 10

Please answer the following questions in YOUR OWN WORDS. This reading guide is intended to guide you through the material, but material from the assigned readings that is not included on this reading guide is still fair game for quizzes and tests. Use the

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

View Grade Details window

The screenshot shows the 'Grade Details' window for a quiz. At the top, it displays the user 'Kathryn Stueben (20122044)' and the column 'Unit 1 Quiz (Test)'. The current grade is 14.00 out of 14 points, marked as 'Exempt'. Below this, there are tabs for 'Attempts', 'Manual Override', 'Column Details', and 'Grade History'. The 'Attempts' tab is active, showing a table with one row of submission data. A callout box points to the 'Grade Attempt' button in the 'Actions' column, stating 'Grade Attempt opens the student submission.' At the bottom right, there is a 'Return to Grade Center' link.

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Dec 1, 2014 3:03:38 PM	Dec 1, 2014 3:06:58 PM (Completed)	14.00			Grade Attempt Clear Attempt Ignore Attempt