



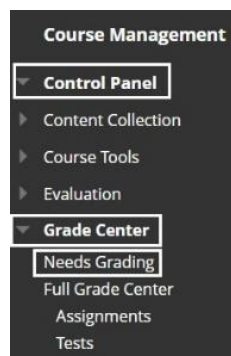
Grading Assignments

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When creating an assignment, Blackboard will automatically create a column in the Grade Center where those attempts are housed. Student assignments will be located under Needs Grading and the Full Grade Center once submitted. These assignments can be graded within Blackboard using the inline grading tool Bb Annotate. Grades, comments and feedback can be viewed by students through the My Grades link on the course menu unless otherwise restricted by the instructor.

Accessing Assignment Submissions

1. Go to **Control Panel > Grade Center > Needs Grading.**



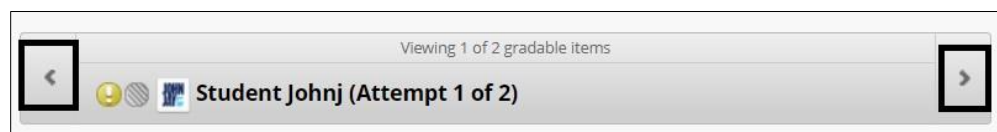
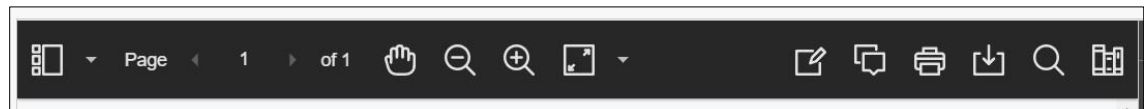
Note: Assignment submissions can also through **Grade Center > Full Grade Center > Assignment column > Mousing over student's cell and select the downward arrow > Select Attempt** to access their individual attempt.

2. On the Needs Grading page, assignment submissions will be listed. Select the **students name** under **User Attempt** to view their submission.

CATEGORY	ITEM NAME	USER ATTEMPT	DATE SUBMITTED 
Assignment	Reading Assignment	Student Johnj	April 20, 2022 11:53:45 AM

Grading Assignment Submissions

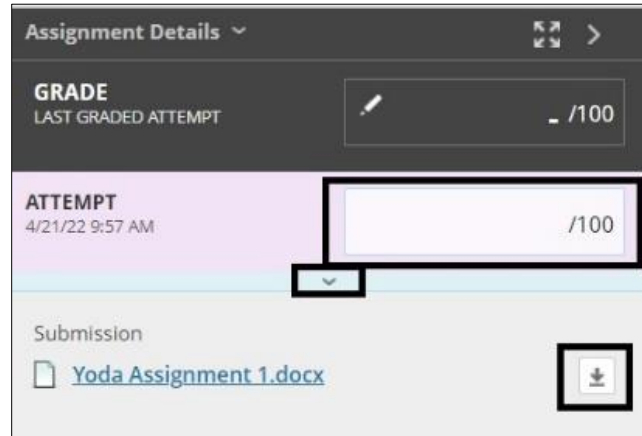
3. On the Grade Assignment page, the student's submission file will be displayed. Instructors can use the **Bb Annotate** tools to add comments, highlight text, and add images directly on the document. If a student is allowed more than one attempt, the instructor can move through the attempts by clicking on the navigation arrows to move back and forth through different attempts.



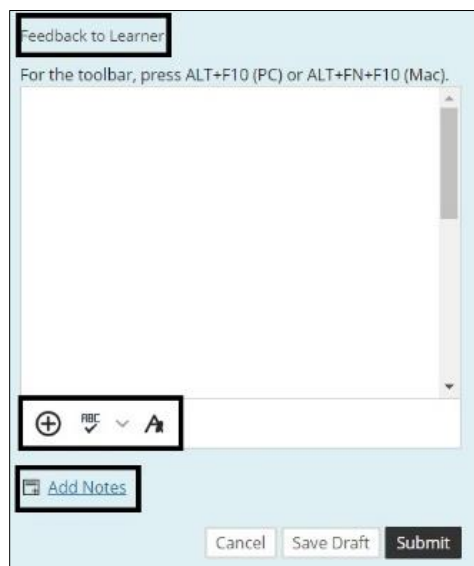
Note: Students must submit an assignment as an **attachment** to use the Bb Annotate tools. The recommended attachment formats are **Microsoft Word (.docx)** or **PDF**. File formats such as Pages (.pages), Google docs (.odt) will not display within Blackboard.

For further information access [Assignment Inline Grading](#).

4. Enter points for Attempt. Additional comments can be entered in the **Feedback to Learner** box by selecting the **downward arrow below the score box**. Assignment submission files can be downloaded to view offline by clicking the download button to the right of the file name.



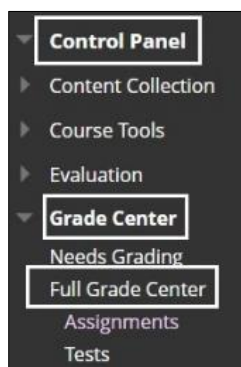
5. In the expanded Feedback Learner box, images/files can be attached for further feedback to the student by selecting the **plus symbol within the circle** icon. The **Add Notes** link is for **private grading notes** for the instructor. **Press submit** to release grade/feedback to student.



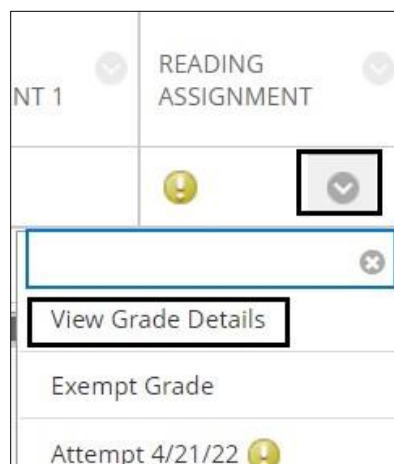
Allowing a Student to Resubmit an Assignment

There might be an instance where a student needs to resubmit a file, for example if the student submits an incorrect file format. In the **Full Grade Center** under **View Grade Details**, instructors can ignore an attempt to allow a student to resubmit.

1. Go to **Control Panel > Grade Center > Full Grade Center**



2. Go to the **assignment column** in the Full Grade Center.
3. Select the **downward arrow in the student's cell** > Select **View Grade Details** from the dropdown menu.



4. On **View Grade Details** page, under **Attempts**, the assignment information will be listed. Under **Actions**, select **Ignore Attempt**. Ignoring an attempt will keep the history of the previous submission but allow the student to resubmit their assignment. It is important to keep submission history incase there are any future grading disputes.

Attempts		Manual Override	Column Details	Grade History		
Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions	Delete Last Attempt <input type="button" value="Go"/>
Apr 21, 2022 11:38:32 AM	Apr 21, 2022 11:38:32 AM (Needs Grading)	🟡			<input type="button" value="View Attempt"/> <input type="button" value="Clear Attempt"/> <input type="button" value="Ignore Attempt"/> <input type="button" value="Edit Grade"/>	



Special Note: John Jay Blackboard Support does **NOT** recommend using the Clear Attempt option as this will **delete the prior submission**. Deleting an assignment submission is **NOT** retrievable.

For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu