Blackboard – Grading Assignments

1) Under Course Management, Click Grade Center, then Needs Grading

![Grade Center Screenshot](image)

2) You can click on “Grade All” to grade all assignment or to grade one assignment, click on the down arrow next to the assignment title.

<table>
<thead>
<tr>
<th>Category</th>
<th>Item Name</th>
<th>User Attempt</th>
<th>Date Submitted</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment</td>
<td>Assignment1</td>
<td>Test User</td>
<td>June 4, 2012</td>
<td>June 4, 2012</td>
</tr>
</tbody>
</table>

Grade all users Grades all submissions with student names,
Grade anonymously omits student name.

3) You will see the following options when you grade an assignment.
4) To view student submissions after, go to “Full Grade Center”, click “Assignments”

Click on the down arrow next to the grade or assignment title to view attempt(s).
Add the “My Grades” tool to help students access all their grades.

1. Click the + then add tool link.

2. Type “My Grades” in the Name

3. Under Type Select “My Grades”

4. Check Available to Users

5. Click Submit

6. Students can now see all their assignments/grades in one spot.