

### Issues and Answers

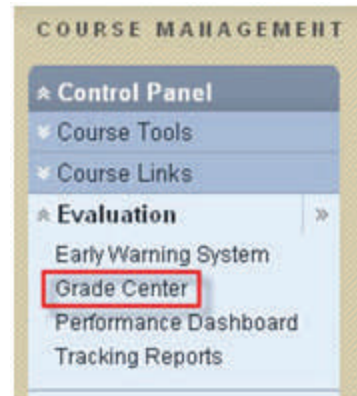
**Issue:** Students are able to submit assignments late.

**Answer:** Blackboard will flag the submission as being late. This is visible by the student and the instructor. This allows the instructor freedom handling late assignments how they choose with limited administrative work such as adaptive releases or resets.

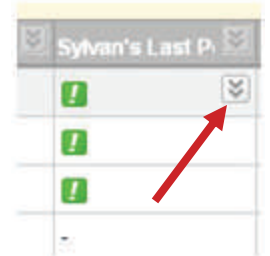
**Issue:** Grading individually is too time consuming. Is there another way to get all assignments at once?

**Answer:** Yes! If you stay in the Grade Center you can download all submitted assignments at once. Go to the column for the assignment and click the action menu for the column header. You will want to click on Assignment File Download. You can select the assignments you want and it will create a ZIP file of

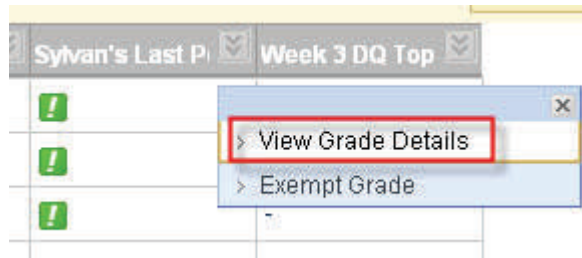
Steps to grade an assignment in Blackboard:  
1. Open Grade Center



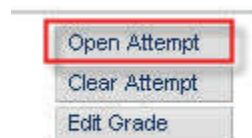
2. Go to the column representing the assignment you are grading (showing week 2's assignment in this example). You will see an action menu, chevron, at the right of all student cells (a green box with an '!' will be in cells with a submission). Click the action menu button.



3. Click on View Grade Details in the menu that appears.



4. Click on the Open Attempt button (about half way down to the right).



### Tips and Tricks

**Tip:** Blackboard allows you to keep records of ALL student work. If you need to allow an additional submission on an assignment, use the *Allow Additional Attempt* button on the View Grade Details screen. This will keep previous attempts as part of the student record. The *Clear Attempt* button should be avoided since you will lose records of that attempt.

**Tip:** If you allow for multiple attempts on an assignment, be sure to select the grading option you prefer from this list of options:

- Grade of Last Attempt
- Grade of First Attempt
- Highest Grade
- Lowest Grade
- Average of Attempt Grades

You access this setting in the Grade Center using the column header's action menu and choosing *Edit*

5. You will now see the student's submission. If they submitted via the text box, you will see their response in the submission section. If they attached file(s), you can download them via a link provided in attached files area. Any comments they left will be in the comments area.

**3. Review Current Attempt**

Submission	
Attached Files	<a href="#">Student-Sample-File.docx</a>
Comments	

6. Below the submission area, you will see the grading area. Here you enter the grade, you can either do a text-based and/or attached file(s) in the comments area (this is feedback to the student), and you have the notes area just like the comments area (these are personal notes that the student will not see).

**4. Grade Current Attempt**

★ Grade  1 of 20 **Student's grade**

Comments

Attach File

Attached files

**Feedback the student can view**

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**5. Instructor Notes**

Notes

Attach File

Attached files

**Notes for the instructor only**

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**6. Submit**

Click **Save as Draft** to save changes and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

7. Click on Submit to complete the grading.

**Note:** On the Grade Details screen you can use the Next/Previous buttons to jump to another student or to another assignment.

