Grade Centre Grades and Assignments

The Grade Centre offers basic and advanced capabilities relating to entering grades (i.e., marks), providing feedback, and returning assignments electronically to students.

This tip sheet covers the steps involved in using the Grade Centre in Blackboard. Use the search function in the BB Help Manual or access http://tinyurl.com/bb9gradecentre to obtain detailed information on how to set up the grade centre, create and manage grade centre columns and assignments and use smart views.

1. Grade Centre – Entering grades
2. Grade Centre – Assignment download and upload
3. Grade Centre – Marking online

1. Grade Centre – Entering grades

Entering grades, a basic function within the Grade Centre, is described in the following steps.

Step 1: Go to Control Panel > Grade Centre > Full Grade Centre (or Needs Marking)

Step 2: Click on the ‘cell’ you wish to enter a grade in, within the Full Grade Centre spreadsheet. Check by cross referencing the row (i.e., Student ID and name) and column (i.e., the particular Assessment).
Step 3: Enter the mark into the cell and press *Enter/Return* on your keyboard to save your entry. The next cell on the list (below) will be activated automatically. Repeat this process until all marks have been entered.

### 2. Grade Centre – Assignment download and upload

The Grade Centre offers additional advanced capabilities, linked to accessing, grading and returning students marked assignments. Students’ assignments can be individually or bulk downloaded, graded, feedback and comments posted, and files including the original assignment with marker feedback returned.

#### 2.1 Downloading individual/bulk assignments

A **Needs Marking** symbol ( ![ ] ) will appear in the relevant assignment column, next to their name, when students submit assignments. This provides you with a visual indicator that assignments are ready to mark.

You can choose to download all assignments individually or all at once (into a .zip file) by following these steps.

**Step 1:** Go to *Control Panel > Grade Centre > Full Grade Centre* (or Needs Marking)

**Step 2:** Place your mouse over the Assignment column you wish to download assignments from. Using the chevron, select **Assignment File Download** from the dropdown menu.
Step 3: Assignments that **Need Marking** will be displayed. Select the student/s whose assignment you want to download by clicking the box beside their name or select the box next to the **Name** column (at the top of the page) to **select all**.

Click **Submit** to package the assignments for download.

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### Download Assignment: Assignment 1 - Essay

Download and view student-assignment submissions by selecting one or more Usernames and clicking **Submit**. Selected Assignments are packaged as a .ZIP file. Click the link to save the file to a local drive.

**1. Select Users**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artifiche, Art</td>
<td>Wednesday, 14 March 2012 12:39:59 o'clock WST</td>
<td>Needs Marking</td>
</tr>
<tr>
<td>Bean, Bia</td>
<td>Not Available</td>
<td></td>
</tr>
<tr>
<td>Carrot, Car</td>
<td>Not Available</td>
<td></td>
</tr>
<tr>
<td>Durian, Der</td>
<td>Not Available</td>
<td></td>
</tr>
<tr>
<td>Eggplant, Egg</td>
<td>Wednesday, 14 March 2012 12:40:24 o'clock WST</td>
<td>Needs Marking</td>
</tr>
<tr>
<td>Fruit, Frui</td>
<td>Not Available</td>
<td></td>
</tr>
<tr>
<td>Grape, Gra</td>
<td>Not Available</td>
<td></td>
</tr>
<tr>
<td>Hanchal, Har</td>
<td>Not Available</td>
<td></td>
</tr>
<tr>
<td>Iron, Iro</td>
<td>Wednesday, 14 March 2012 12:40:54 o'clock WST</td>
<td>Needs Marking</td>
</tr>
<tr>
<td>Juniper, Jun</td>
<td>Wednesday, 14 March 2012 12:41:24 o'clock WST</td>
<td>Needs Marking</td>
</tr>
<tr>
<td>User, Damo</td>
<td>Wednesday, 14 March 2012 12:32:38 o'clock WST</td>
<td>Needs Marking</td>
</tr>
</tbody>
</table>

**2. Submit**

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Step 4: Click the **Download assignments now** hyperlink, and save the files to your computer.

### Download Assignment: Assignment 1 - Essay

The assignments have been packaged. **Download assignments now (1751 KB)**

*Wednesday, 14 March 2012 12:52:56 o'clock WST*

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Step 5: Open the zipped folder that was downloaded, to access the assignments. The files will include a TXT file containing Blackboard submission information, for each assignment submission PLUS the submitted assignment.
Select and open the assignment file you wish to access. To facilitate electronic marking of assignments, you may choose to use Track Changes (MS Word > Tools > Track Changes) and Comments (MS Word > Insert > Insert New Comment). Save the revisions to a destination folder on your computer, for uploading back to the Grade Centre at a later time.

2.2 Uploading and returning assignments to students

Once you have marked your assignments, you will need to return them to the grade centre so your students can access their feedback and results.

Step 1: Go to Control Panel > Grade Centre > Full Grade Centre.

Working through the relevant assignment column, use the chevron to select View Grade Details for a student.

Step 2: Go to View Attempt.

On the Grade Details page, enter the assignment grade and upload the marked assignment. Additionally, you have the option to enter additional feedback and comments to the student as well as comments to other staff (in the Instructor Notes). The Instructor Notes will not be visible to students.

Step 3: Click Save and Exit to record your entry and student feedback in the Grade Centre or Save and Next to save your entry and move onto the next student.
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3. Grade Centre – Marking online

To mark assignments totally online; follow the steps outlined below.

Step 1: Go to Control Panel > Grade Centre > Full Grade Centre (or Needs Marking).

Working through the relevant assignment column, use the chevron to select View Grade Details for a student.

Step 2: Go to View Attempt.

Select the student’s assignment file which will be listed in the Review Current Attempt section. Open the document using the relevant application (EXCEL, PPT, WORD, etc.).

Mark the assignment using Track Changes and Comments. Save the file with your corrections and comments on your desktop.

Step 3: Enter the Grade in the Grade Current Attempt section.

Step 4: You may choose to supply comments to the student in the Feedback to User section.

Step 5: Click Browse My Computer to upload the marked assignment that you previously saved on your desktop.

Step 6: You may choose to add notes to other staff in the Instructor Notes section, and you may also upload documents here. This information cannot be accessed by students.

Step 7: Click Save and Exit to record your entry and student feedback in the Grade Centre or Save and Next to save your entry and move onto the next student.
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2. **Review Current Attempt**
   - Submission: Here is my first assignment.
   - Attached Files: JKelly_assignment1.doc.doc
   - Comments

3. **Grade Current Attempt**
   - Grade: [ ] out of 30
   - Feedback to User
     - Text Editor is: ON
     - Normal
     - 3
     - Arial

4. **Instructor Notes**
   - Grading Notes
     - Text Editor is: ON
     - Normal
     - 3
     - Arial

5. **Submit**
   - When finished, make sure that you click Submit.
   - Optionally, click Save as Draft to save changes and continue working later or click Cancel to quit without saving changes.
   - Save as Draft  Exit  Save and Exit  Save and Next  3 of 6  

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