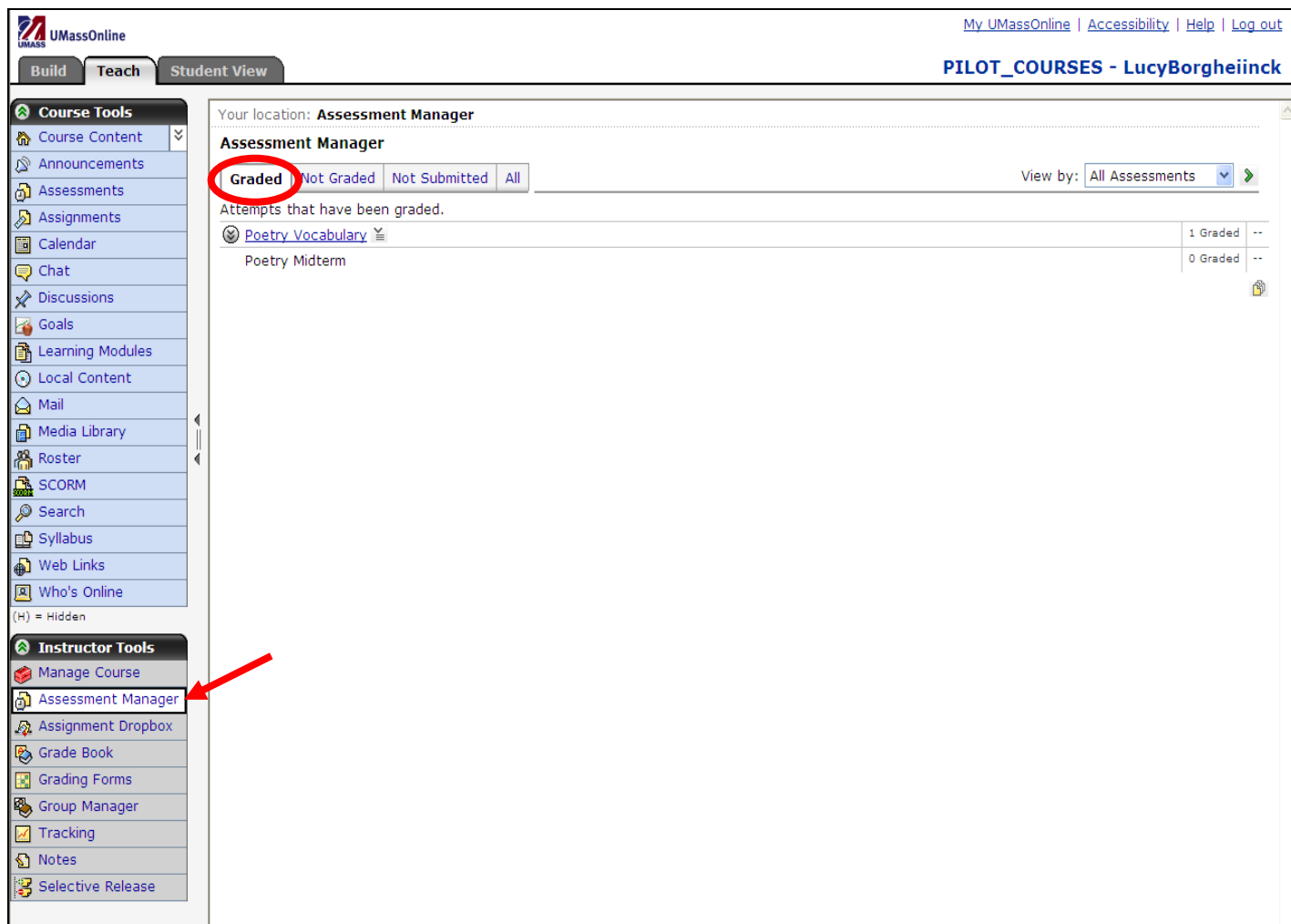


## Grading an Assessment or Assignment

Since you recorded the correct answers when you created the quiz, most of the questions will be graded for you automatically. For the questions where a student is required to type in the answer, you will need to read it and assign a grade.

1. From the Teach tab click on the Assessment Manager tool in the Instructor Tools menu.
2. The Graded tab will show you all the assessments that have been graded. You may view these and edit them as you see fit. Click on the assessment title and then click on a student's grade to view the assessment and edit the grade. Click Save. Multiple Choice, True/False, Calculation and Fill In questions will already be graded but they may still be edited by the instructor.



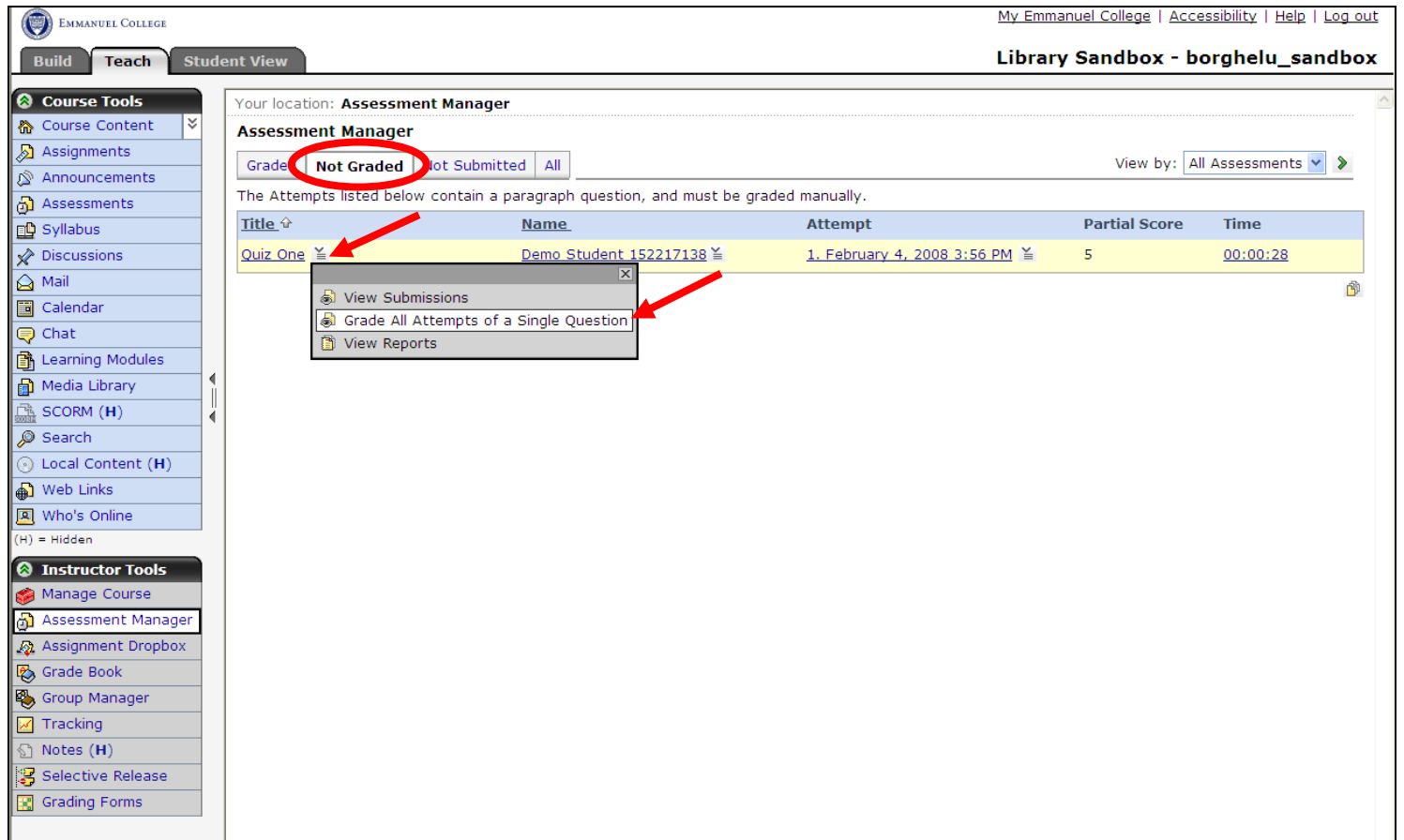
The screenshot shows the Blackboard interface for an instructor. At the top, there are tabs for 'Build', 'Teach', and 'Student View'. The 'Teach' tab is active. On the left, there is a 'Course Tools' menu and an 'Instructor Tools' menu. The 'Assessment Manager' tool in the 'Instructor Tools' menu is highlighted with a red arrow. The main content area is titled 'Assessment Manager' and shows a table of graded attempts. The 'Graded' tab is highlighted with a red circle. The table shows the following data:

Attempts that have been graded.	
Poetry Vocabulary	1 Graded
Poetry Midterm	0 Graded

3. The Not Graded tab will show you a list of the answers that you need to read and assign a grade. Click on the date/time of the attempt to the right of the student's name. Then read the answers, enter the grade, make comments if you wish, and click Save and View Member List at the bottom of the screen.
4. This student's assessment is now under the Graded tab. It has also been automatically entered in the Grade Book.

The screenshot shows the Blackboard Vista 8.0.1 interface. At the top, it displays 'EMMANUEL COLLEGE' and navigation links for 'My Emmanuel College', 'Accessibility', 'Help', and 'Log out'. The main navigation tabs are 'Build', 'Teach', and 'Student View'. The current page is titled 'Library Sandbox - borghelu\_sandbox'. The breadcrumb trail indicates the location: 'Assessment Manager > Quiz One > Question Attempts > opinion'. The main content area is titled 'View Question Attempt' and shows 'View Attempt 1 of 1' for 'Demo Student 152217138'. The question is 'opinion: who is your favorite poet and why?' and the student's response is 'e.e.cummings because he captures the nostalgia of days past.' The score is '0 / 15'. There is a 'Comments for Student' text area. At the bottom, there are buttons for 'Done', 'Save and View Member List', and 'View Member List'. A red arrow points to the 'opinion' question title, and a red circle highlights the 'Save and View Member List' button.

5. You may wish to grade by question instead of by student. Go back to step 3, click on the arrow to the right of the Title/Name of the assessment. Then click on Grade All Attempts of a Single Question.



The screenshot shows the Blackboard Assessment Manager interface. The top navigation bar includes "Build", "Teach", and "Student View" tabs, with "Student View" selected. The page title is "Library Sandbox - borghelu\_sandbox". The left sidebar contains "Course Tools" and "Instructor Tools" sections. The "Assessment Manager" section is active, showing a table of assessment attempts. The "Not Graded" tab is selected and circled in red. A context menu is open over the first row of the table, with "Grade All Attempts of a Single Question" highlighted by a red arrow. The table has columns for Title, Name, Attempt, Partial Score, and Time.

Title	Name	Attempt	Partial Score	Time
Quiz One	Demo Student 152217138	1. February 4, 2008 3:56 PM	5	00:00:28

6. From the drop-down menu next to the question's title, click on Grade All Attempts of this Question.

The screenshot shows the Blackboard Vista 8.0.1 Assessment Manager interface. The top navigation bar includes 'Build', 'Teach', and 'Student View' tabs. The page title is 'Library Sandbox - borghelu\_sandbox'. The left sidebar contains 'Course Tools' and 'Instructor Tools' sections. The main content area displays 'Quiz One' with a table of questions. A red arrow points to the drop-down menu next to the second question, and another red arrow points to the 'Grade all attempts of this question' option in the menu.

Title	Points	Type
1. facts	5	True False
2. opinion	15	Paragraph
<b>Total Points</b>	<b>20</b>	

7. You may hide the students' names by clicking on Hide Names above the list of names.
8. Click on Attempt 1 to view the student's answer. Grade the question and click the Save and View Member List button.
9. When all answers to that question are graded, click Done. The grades for each student will be displayed, click OK.

EMMANUEL COLLEGE

My Emmanuel College | Accessibility | Help | Log out

Build Teach Student View

Library Sandbox - borghelu\_sandbox

Your location: Assessment Manager > Quiz One > Question Attempts

View Attempts of: opinion

Click an Attempt from the list below. To grade anonymously, click **Hide Names**.

Display Names Hide Names

Name ↕	Attempt	Score Out of 15	Status
Student 152217138, Demo	<a href="#">Attempt 1</a>	--	Not graded

Done

The process is the same for grading assignments. Click on the Assignment Dropbox to begin this process at Step 2. The Assignment Dropbox tool is directly underneath the Assessment Manager tool. If you wish to make corrections within the assignment for your students to view, simply download the student's file, change the name slightly and insert your corrections and comments. Then attach the new file.