

Grade Activities

Overview

This tutorial will explain how to **Grade Activities**. There are a variety of Activities that students may submit, and each Activity is graded differently.

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The Needs Grading Status

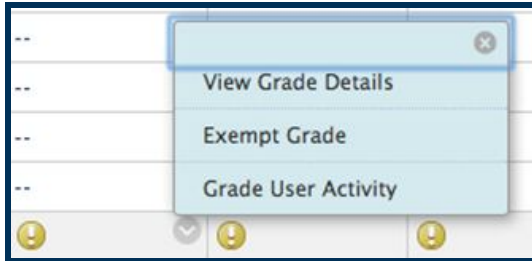
There are two ways to determine if your students have submitted an Activity for grading:

Option 1

The first is to look in the Grade Center for Activities that display the *Needs Grading* icon.

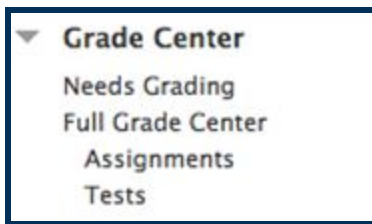


If you choose to grade directly in the Grade Center, click the Item Options arrow next to the *Needs Grading* icon and select the “Grade User Activity” option.



Option 2

The second way is to choose the “Needs Grading” option from the *Grade Center* menu in the *Control Panel*.



If you choose the “Needs Grading” option, you will be directed to the Needs Grading page. This page shows the Activities that have been submitted and need your attention. Choose one of the Activities in the list to be graded and click on a student’s name to open the Grading Window.

Needs Grading

*Instructors can view attempts ready for grading or review on the **Needs Grading** page. Click **Grade All** to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)*

Grade All
Filter

Category	Item	User	Date Submitted	
All Categories	All Items	All Users	Any Date	Go

Enter dates as mm/dd/yyyy

13 total items to grade.

Category	Item Name	User Attempt	Date Submitted	Due Date
Journal	Applying the Blackboard Exemplary Course Program Rubric	David Schary	March 9, 2016 2:59:17 PM	March 13, 2016
Discussion	Modifying the Course Design to Meet Learner's Needs	David Schary	March 10, 2016 5:24:43 PM	March 13, 2016



*You can also click **Grade All** on the Action Bar, or choose to filter the items to grade by Category, Item, User, or Date Submitted by clicking on a column header.*

The Grading Window

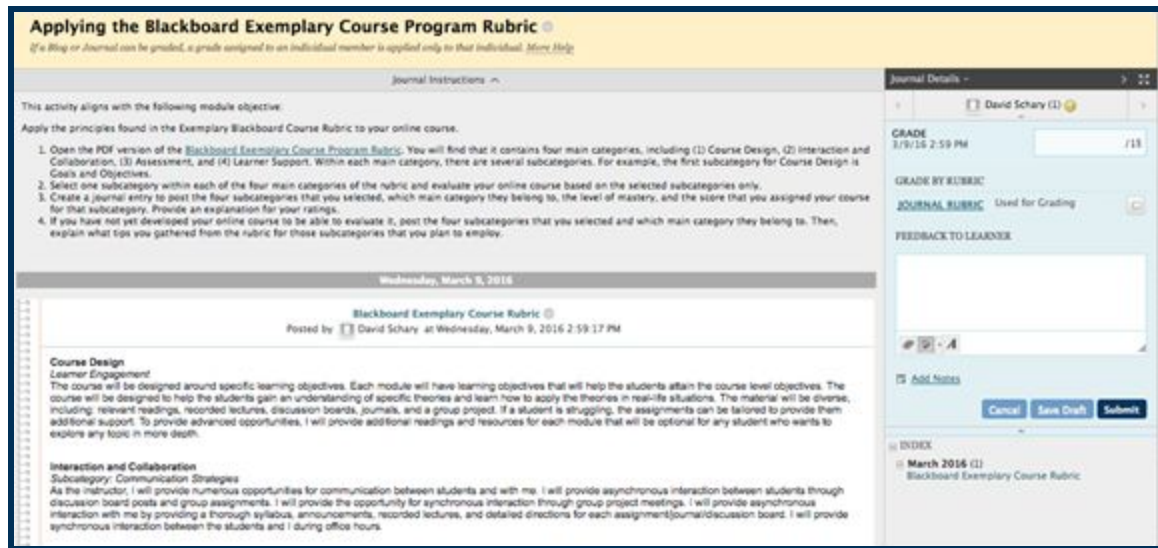
Once you choose an Activity to grade, the Grading Window will open for that Activity. While the screens for different Activities vary, you will see the completed Activity in the main content area, and the Grading Window in the right sidebar.



- Type the student's grade in the "Grade" box at the beginning of the Grading Details section.
- If you wish to "Grade By Rubric," click on the name of the Rubric in this section to open it. Rubrics will only display if you chose to [Associate a Rubric](#) when creating the Activity.
- Use the "Feedback to Learner" section to type any feedback for the student. You can choose to attach a document with feedback at the end of the grade details window, if you wish.
- Click the *Save Draft* button if you need to stop grading for any reason. All progress will be saved. If you are finished grading, click the *Submit* button to record the grade.

Journal Entries

The following is an example of a Journal Entry grading page.

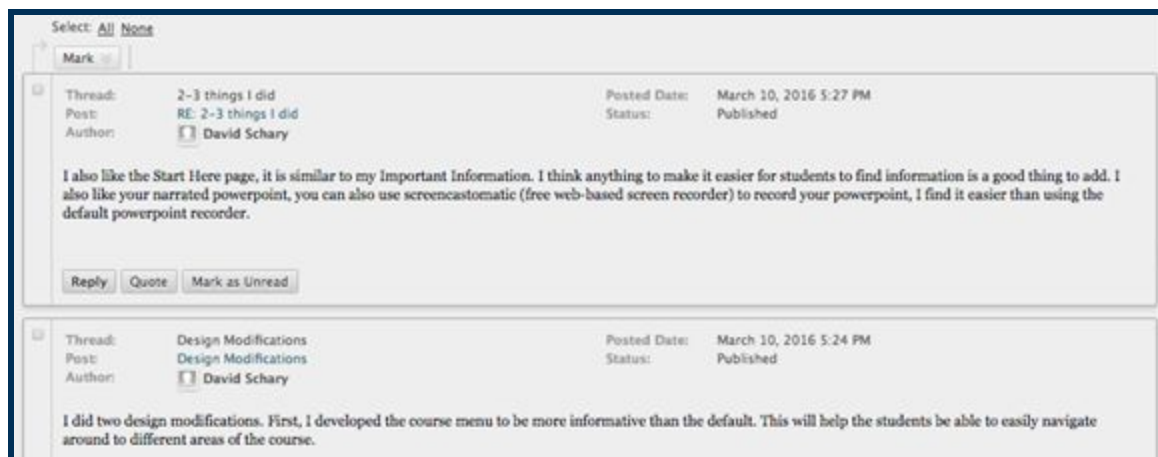


In this example:

1. The Journal Instructions section is located at the beginning of the Grading Window. This section can be toggled on or off by clicking the Journal Instructions header text.
2. The submitted Journal Entry is displayed after the instructions.
3. The Journal Details section where the instructor will grade and post feedback for the student is found in the right sidebar.

Discussion Posts

The following is an example of a Discussion Post grading page. If a student has submitted multiple posts, the window will identify the thread each post belongs to.



The Grading Details section is located in the right sidebar (not pictured)

Blog Entries

The following is an example of a Blog Entry grading page. Any comments from the Instructor or other students are listed at the end of the page.

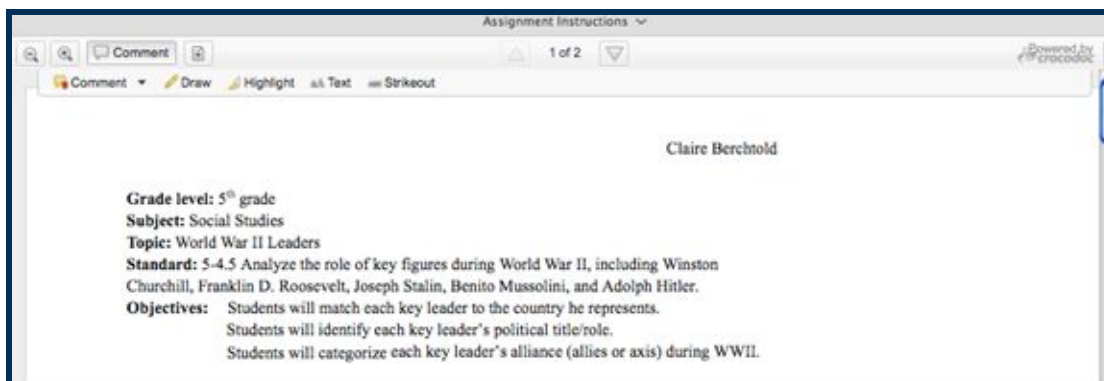


The Grading Details section is located in the right sidebar (not pictured)

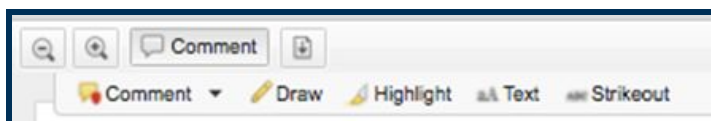
Assignments

More options are available to grade an Assignment than for other Activities.

The following is an example of an Assignment grading page. This Assignment was submitted as a Word document. Blackboard opens a preview of the document using the Crocodocs software.

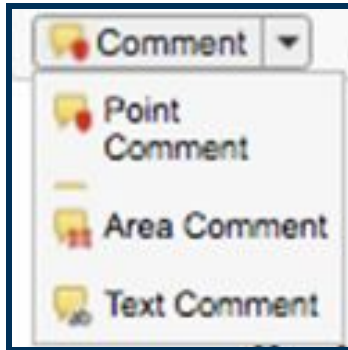


You have several options for grading the Assignment in the Crocodocs toolbar.



Commenting Tools

In the comment section, you have three options for adding comments



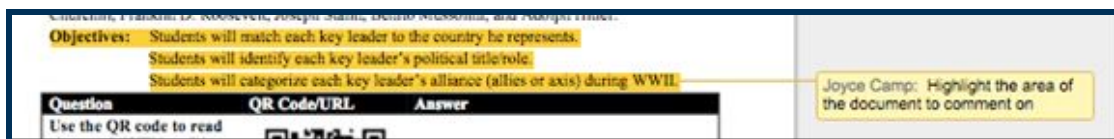
Point Comment inserts a flag to show students a spot you would like to comment on.



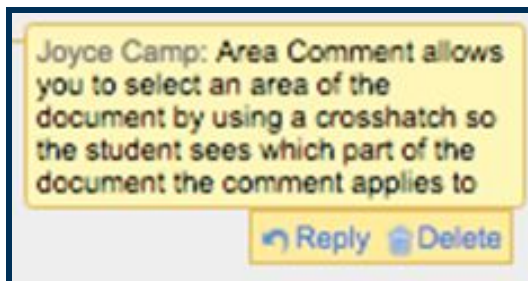
Area Comment outlines an area of the text to show students where your comment applies.



Text Comment highlights a piece of text to show students where your comment applies.

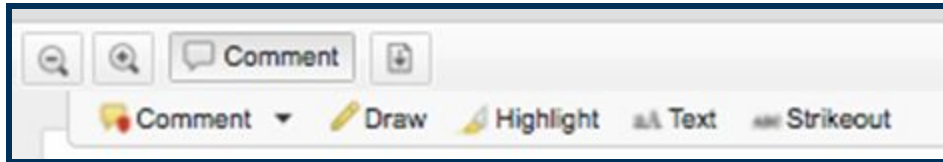


At any point you can delete the comment by hovering over it and clicking the *Delete* button.

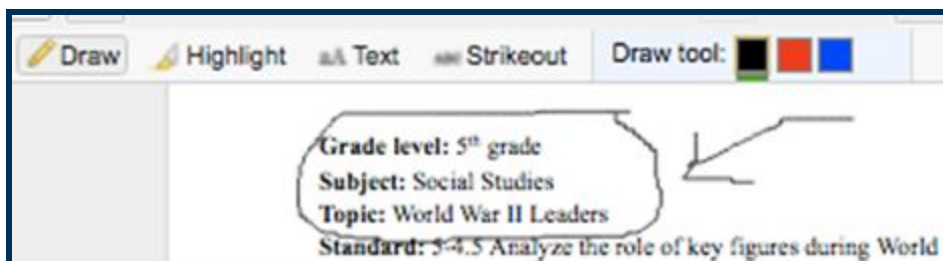


Other Crocodocs Tools

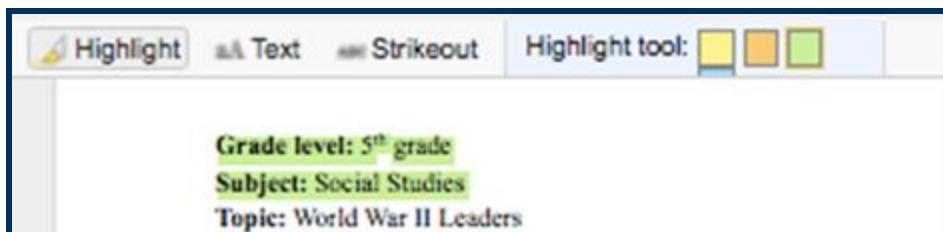
There are some other options for leaving feedback for students from the Crocodocs toolbar.



The Draw tool draws a comment on the document. You can choose black, red, or blue.



The Highlight tool highlights sections of text. You can choose yellow, orange, or green.



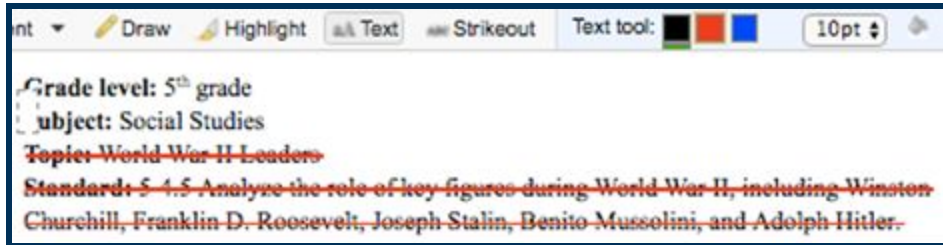
To delete a highlight, click on it and then press the Delete key on your keyboard.

The Text tool types directly on the paper. You can choose black, red, or blue and change the font size.



To delete a text box, click on it and then press the Delete key on your keyboard.

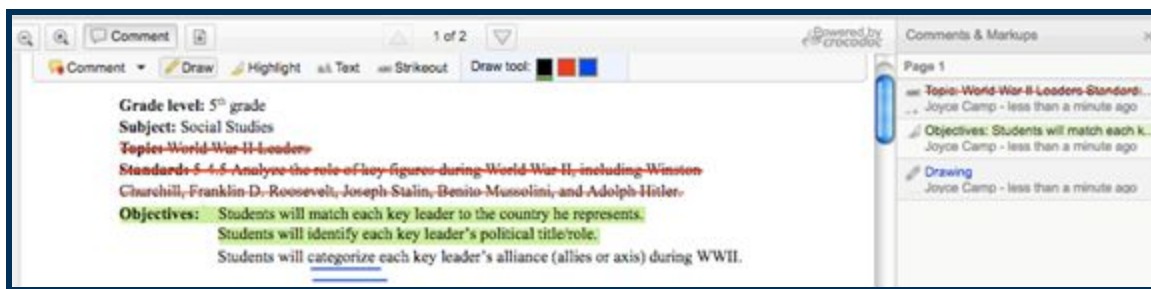
The Strikeout tool puts a line through text. You can choose black, red, or blue and change the line size.



To delete a strikeout, click on it and then press the Delete key on your keyboard.

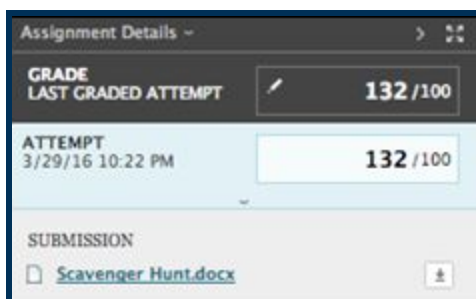


Each time you comment on the document, the comment is listed in the Comments list on the right sidebar.



Download Activity Documents

If you prefer to download the document, rather than use Crocodocs, you can. In the Assignment Details section, following the Submission option, click the *Download* icon and save the file.

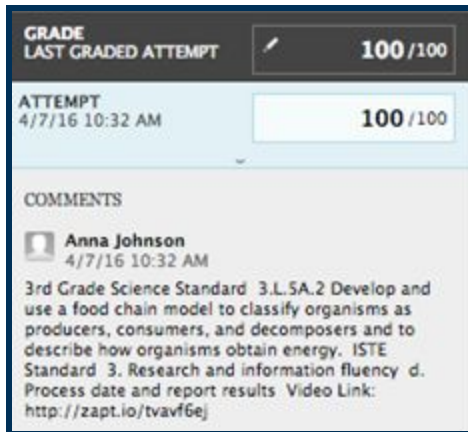


If the submitted document is unreadable by Crocodocs, then a snapshot of the document will display in the Grading Window. You can click on the *Download* button to save the file.



Student Comments

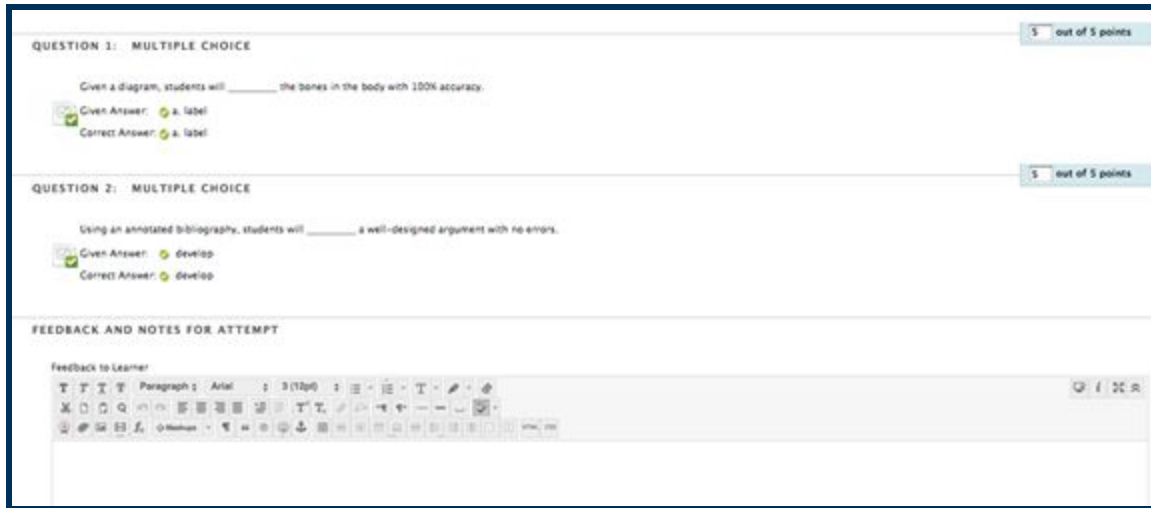
When submitting Activities, students can include comments for the instructor to clarify their work or ask questions. The comments display in the Comments section of the Grade Details area.



The instructor can see the comments before and after the item is graded.

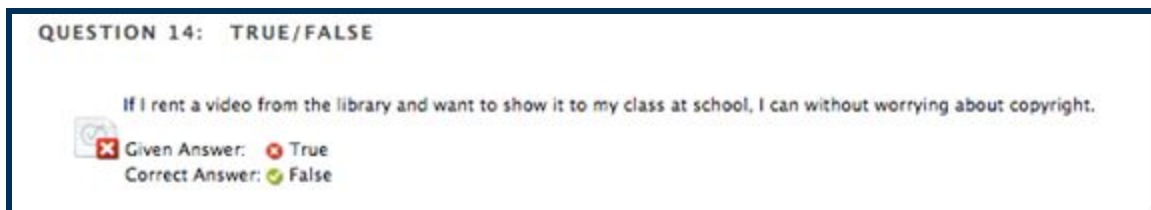
Tests

Depending on the types of questions used in your Tests, most Tests can grade themselves.



If a question is answered correctly, you will see a green check mark next to the Given Answer for the question, and a green check mark next to the Correct Answer.

If a question is answered incorrectly, you will see a red X mark next to the Given Answer for the question, and a green check mark next to the Correct Answer.



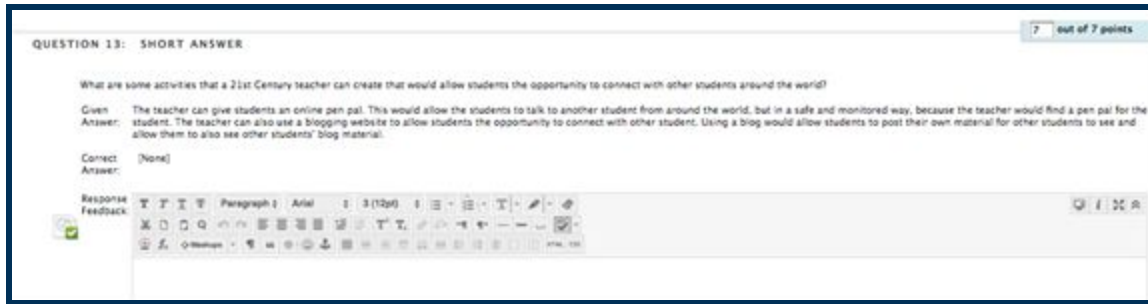
The number of points earned for the question will display at the end of the question.

Test Feedback

When you create a Test, you can choose to include automatic feedback, or you can enter feedback at the end of the Test in the “Feedback to Learner” box.

If you choose to create a Short Answer question, then you can also add “Response Feedback” in the text box following the answer.

You will also need to enter the correct amount of points in the points box based on how you want to grade the short answer question. Once you enter the points, click the *Save and Next* button at the end of the Test so that the points will be calculated into the final grade.

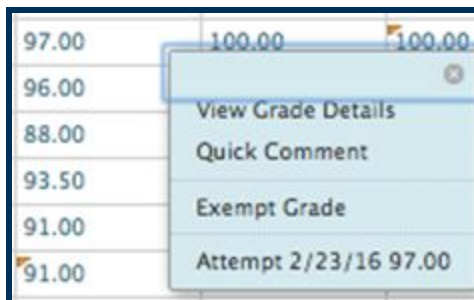


If you choose questions that you need to grade yourself, you will see a *Needs Grading* icon in the Grade Center when a student completes the Test.

Change or Update Grades

Once you have entered a grade for an Activity, you can update the grade, as needed.

From the Full Grade Center, find the grade to update, hover over it, and click the Item Options arrow to open the Item Options menu. Select the “Attempt” you would like to examine and open the Grading Window. Enter the new grade in the “Grade” box and click the *Submit* button.



If you would like to update a grade without a submitted document, like a Discussion Post or a Journal Entry, select “Grade User Activity” to open the Grading Window.

