

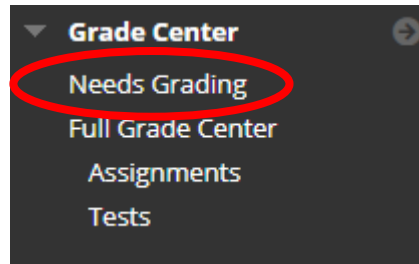
Blackboard "How To's"

Accessing an Assignment

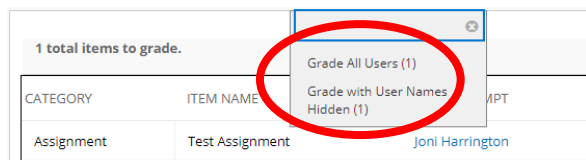
Once a student completes and submits an assignment, the instructor may access the submitted assignment from the **Grade Center**.

To access an assignment once it is submitted:

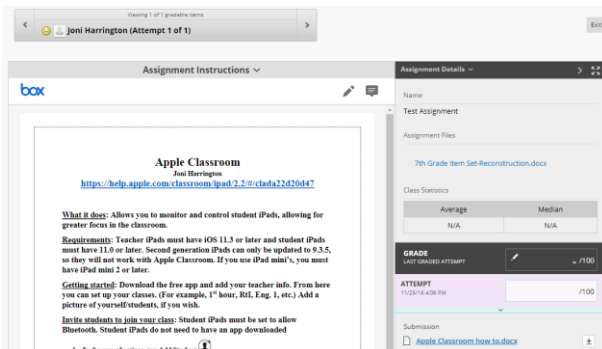
Scroll down to the bottom of the screen and click on **Grade Center** under the **Control Panel** and click on **Needs Grading**.



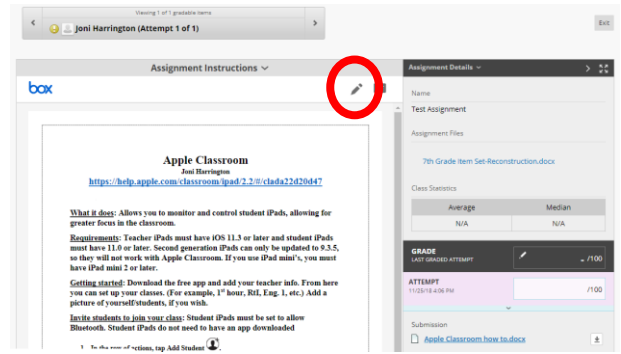
Locate the name of the assignment in the Grade Center and hover to the right of **Test Assignment** and click on the downward grey arrow button. From here, choose to either **Grade All Users** or **Grade with User Names Hidden**.



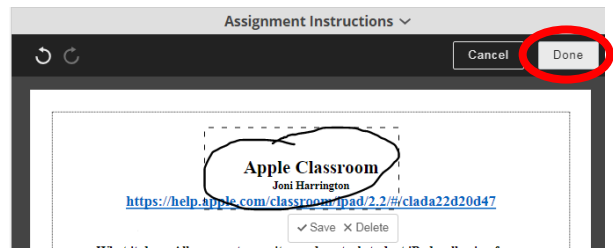
The assignment will appear on the left side of the screen and the **Assignment Details** along with the **Grade** function, which allows you to input the actual grade, will appear on the right side of the screen.



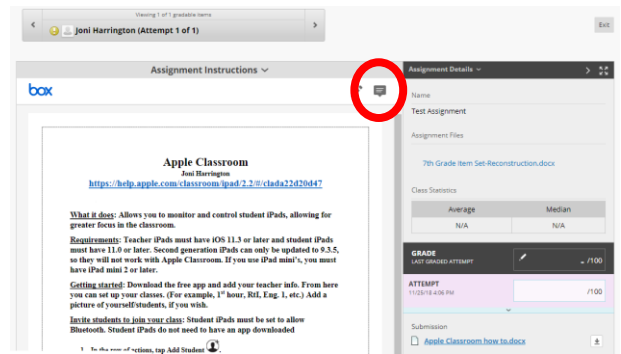
You have the option to annotate the student's assignment by clicking the pencil icon, which switches you to **Drawing Annotation Mode**.



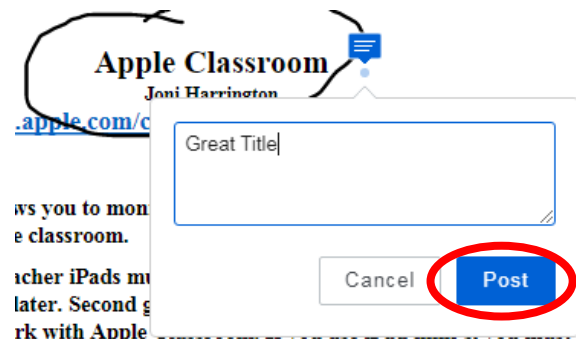
Once you annotate, click on the **Save** button. Then, click on **Done**.



You also have the option to add comments within the student's assignments in specific places on the assignment by clicking on the comment box, which switches you to the **Point Annotation Mode**.



Click within the document where you want the comments to appear and type your comments. Click **Post**.



Once you are ready to input the actual grade for the assignment, look to the right-hand side of the screen and input the grade. You may also add **Feedback to the Learner**. Click **Submit**.

The screenshot shows a grading interface with the following elements:

- GRADE** section: "LAST GRADED ATTEMPT" with a score of **_/100**.
- ATTEMPT** section: "11/25/18 4:06 PM" with a score of **85 /100** (circled in red).
- Feedback to Learner** section: A text area containing "Great Job!" (circled in red).
- Toolbar**: Includes a link icon, a checkmark icon, a dropdown menu, and a large letter **A**.
- Buttons**: "Cancel", "Save Draft", and **Submit** (circled in red).
- Additional**: A link for "Add Notes" is visible above the buttons.