

## Grade Student Work

- Blackboard can automatically grade some things, like multiple choice and true/false questions in tests, but of course it's common and useful for faculty to assess students' mastery of course content via written work as well.

Whether students submit their written work in Assignments or Discussions or elsewhere, you'll grade it in the Needs Grading area.

- At the bottom of your course menu at left, in the Course Management area, click Grade Center, then click Needs Grading.
- Click the name of the student next to the assignment you need to grade.

In the Grade Assignment area, you'll see the student work appear in the center and the grading area appear to the right.

- To enter a numeric grade, type it to the right of where it says attempt—as circled in blue above right.
- To enter written feedback, click the drop-down arrow in the center of the grading area—as shown with a red circle above.
- Type your written feedback in the Feedback to Learner area.

If you'd like, you can enlarge that screen by clicking the italicized **A** at the bottom of the Feedback to Learner space—as shown with a blue circle to the right.

- Click the up arrow to collapse the feedback box, or simply click Submit.

Students will see the numeric score as well as your written comments in their My Grades area.

