How to Manage your Blackboard Gradebook

- Navigating to your Gradebook
  - When in a blackboard course, **Click** “Grade Center” in the navigation panel in the left side.
  - **Click** “Full Grade Center” to see your full Gradebook.

Note: A column will automatically be added for an assignment when you create an assignment in Blackboard.

Grading an Assignment

- If you have an assignment that you need to enter a grade for, **Click** on the cell associated with the correct Assignment column and Student row.
- You can enter a number grade and hit “Enter” to assign a grade to that assignment for the student.
View an Assignment Submission

- **Click** on the grey arrow to the right of the cell you want to look at. The last option should be “Attempt XX/XX/XXXX” where the X’s represent the date the assignment was submitted, **Click this**. This will open the student’s submission.

You can also enter grades here in the top right corner and write comments in the comment box provided.

- If you don’t see a comment box **click the blue bar below the grading section to expand the comment section.**