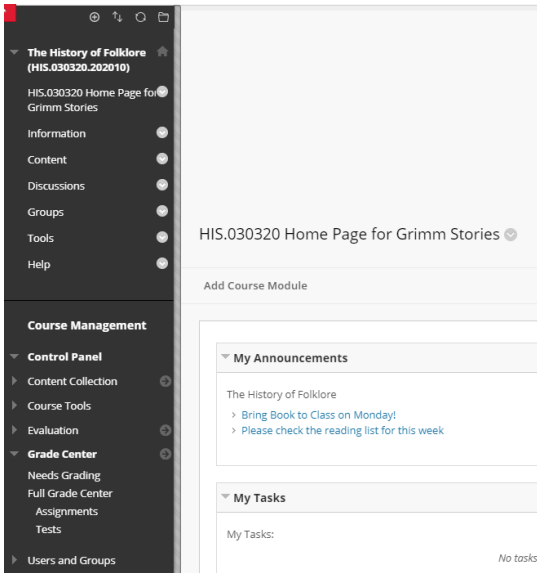


How to Manage your Blackboard Gradebook



- 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.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports

Grade Information Bar		Grade Type: Grade Points Possible: 10 Displayed As: Score Visible to Users: Yes								
☐	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY	WEIGHTED TOTAL	TOTAL	WEEK 1: INTRODUCTION TO THE COURSE	
☐	Dentson	Stu	stutest2			Available	--	--	<input type="text"/> Input grade here	
☐	Doogle	Allison	stutest33			Available	--	--	--	
☐	Doughty_PreviewU:	Reighr	doughtyr_previewL		March 5, 2020	Available	--	--	--	
☐	Frost	Jack	stutest7			Available	--	--	--	
☐	Kirk	James	stutest5			Available	--	--	--	
☐	Miller	Caroline	stutest4			Available	--	--	--	

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.

Grade Center : Full Grade Center ▼
The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column ▼ Manage ▼ Reports ▼ Filter Work Offline ▼

Grade Information Bar Sort Columns By: Layout Position Order: ▲ Ascending

LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY	WEIGHTED TOTAL	TOTAL	WEEK 1: INTRODUCTION TO THE COURSE	ASSIGNMENT #1	WEEK 2: STORY DISCUSSION	STORIES OF BETRAYAL QUIZ
Dentson	Stu	stutest2			Available
Doogle	Allison	stutest33			Available
Doughty_PreviewU:	Reighr	doughtyr_preview		March 6, 2020	Available	👉
Frost	Jack	stutest7			Available	👉
Kirk	James	stutest5			Available	👉
Miller	Caroline	stutest4			Available	👉
Murphy	Charles	stutest3			Available	👉

View Grade Details
Exempt Grade
Attempt 3/6/20 📄

- 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.

Assignment Instructions ▼

I believe that the miller agreed to the deal so fast because he thought that his daughter was inside instead of outside. There was no reason for her to be outside, I think that the devil tempted the daughter to go behind the shed and at that point, started to coerce the miller into his deal. The devil didn't try harder to collect on his bargain because he know that eventually everyone will pay him what is due. While the miller was able to spare his daughter's life, the quality of her life after the deal was severely worse then before the deal. I think that the guilt wore at the miller and because of what he had to do, I would believe that the devil would have gotten his soul anyways, so the devil was not concerned about the bargain anymore.

Assignment Details ▼

GRADE
LAST GRADED ATTEMPT /30

ATTEMPT
3/6/20 11:12 AM /30

SafeAssign ▼ Report in progress...

Feedback to Learner

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Submission

[Submission Text](#)