This handout contains the exact same information as the corresponding Blackboard Learn Grade Center videos which are available at http://www.youtube.com/playlist?list=PLE725371D98B30CFC.

### Needs Grading View

**Step-by-step**

- The Needs Grading page is for anything Blackboard doesn’t automatically grade, such as Assignments.
- To get started, locate and click on the Grade Center link on the grey, Course Management menu. Then, click on Needs Grading.

![Course Management Menu](image)

- The Needs Grading page appears and an assignment needing to be graded is shown. Click on the grey, downward point arrow symbol and two options will appear, click Grade Anonymously.
  - Note: Grade Anonymously does not show the name of the student who submitted the assignment.
- The Grade Assignment page appears. For section 1, Submission History, if the assignment had multiple attempts they would be listed there.

<table>
<thead>
<tr>
<th>Assignment Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicates a required field.</td>
</tr>
<tr>
<td>1. Submission History</td>
</tr>
</tbody>
</table>

- For Section 2, Review Current Attempt, the submission text and/or attachments will be displayed here.

  **Review Current Attempt**

  Here is my reflection:

  "At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quis dolores et quas molestias excepturi sint occaecati cupiditate non provident, sunt in culpa qui officia deserunt mollitia animi. Id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus. Temporibus autem quibusdam et aut officia doloribus aut rerum nec necessitatibus sapis exest ut et voluptates repudiandae sint et molestiae non consectetur. Illo eam rerum hic tenetur a sapiente dolores et sunt ipsam.
  
  Aut recidivens velit et aut perferendis dolores asperiores repellendus."

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Section 3, **Grade Current Attempt**, allows the instructor to issue a grade for the assignment, and provide feedback either by typing in the text editor or attaching files that contain additional feedback. For this tutorial, **click** in the **Grade** field and type a numeral score such as “30”. Then for the **Feedback to User** text area, type something like “Good job!”

3. **Grade Current Attempt**

![Grade Current Attempt Image]

Section 4, **Grading Notes**, is where instructors and anyone else with an instructor or teaching assistant role can write any comments on why the assignment was graded that way it was.

**Note**: Students NEVER see the Grading Notes

**Check the Submit button**

**Note**: If there were multiple assignments turned in by several students, the submit button would say “Save and Next” instead.

**The Needs Grading page appears again and a notification appears that confirms the attempt was graded. The grades will now appear on the Full Grade Center page in the assignment’s column**

![Needs Grading Image]