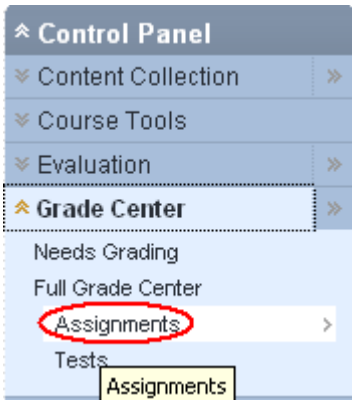
Blackboard - How to Grade Work submitted in an Assignment Dropbox

If a student has submitted his/her work in an assignment dropbox, there are two ways to grade the work and provide your feedback:

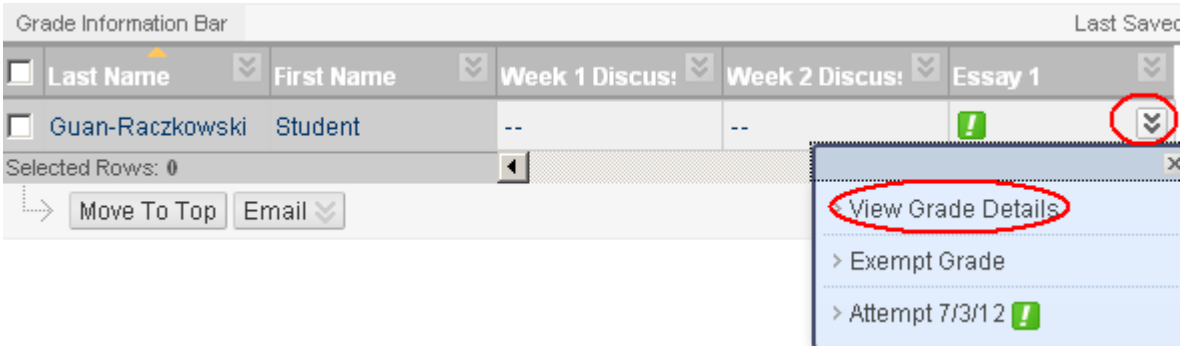
(1) Open the file to review, write your comment in the comment box, and enter a grade.

(2) If you would like to write your comment or edit the student work, you will download the file to your computer and use MS Word to edit and type your comment. Save the file using a different name and then upload it back to the dropbox for student to review.

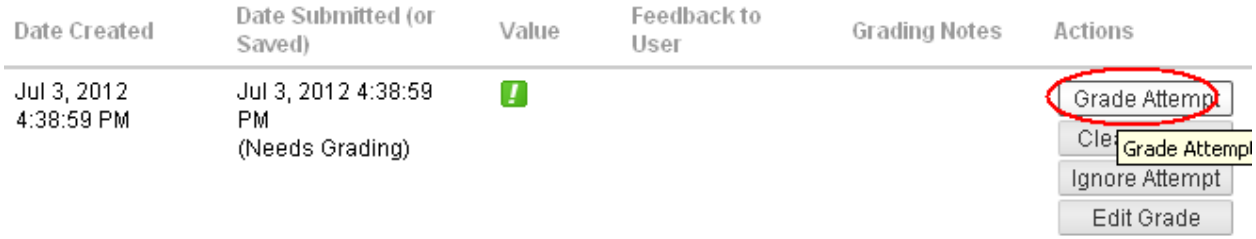
1. You will go to Grade Center to grade students' work submitted in an Assignment dropbox. In "Control Panel", click on "Grade Center". Click on "Assignments".



2. In the Grade Center, you will see the assignment column. If a student has submitted his/her work, a ! notation is shown in the crossing "cell" of the student row and the assignment column. Click the action icon next to the ! notation. Select "View Grade Details".



3. At next page, select "Grade Attempt".



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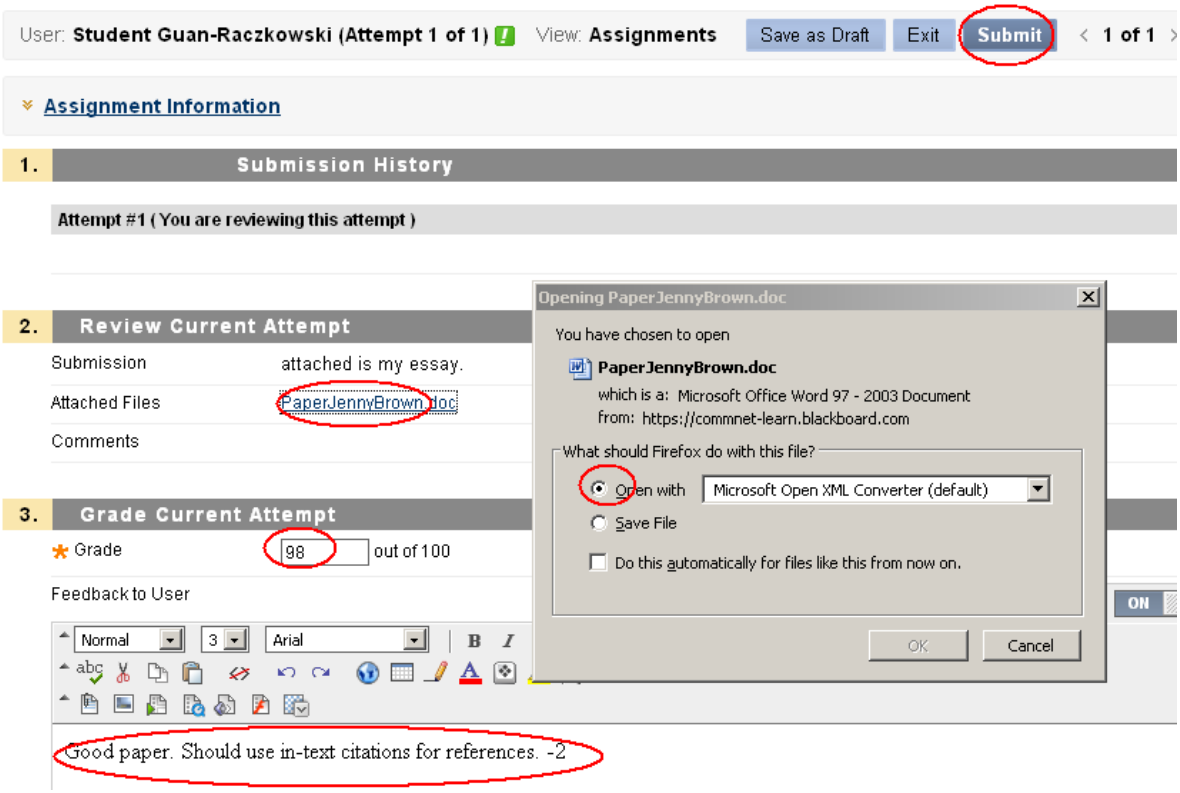
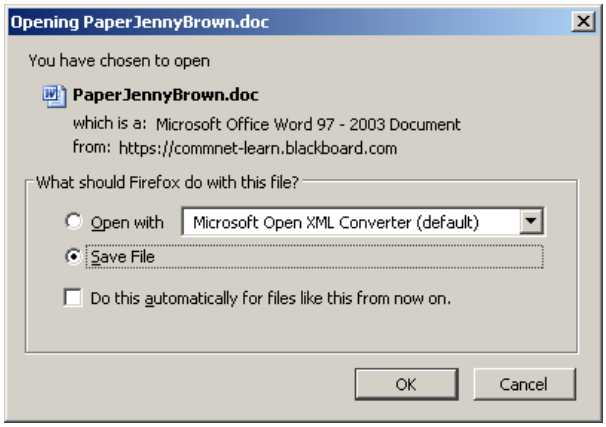
4. There are two ways to grade the assignment and provide feedback.
   A. You review the assignment by clicking on the file link. Select **Open** and click on **OK** to confirm. You will then review the assignment in MS Word or the application that opens the assignment file. You type your feedback to the student in the **"3. Grade Current Attempt"** box. Enter a grade. Click on "**Submit".**



   B. If you would like to edit the student work and include your comment in the same file submitted by the student, you will download the file. Click on the **File** link, choose **Save File** and click on **OK** to confirm.



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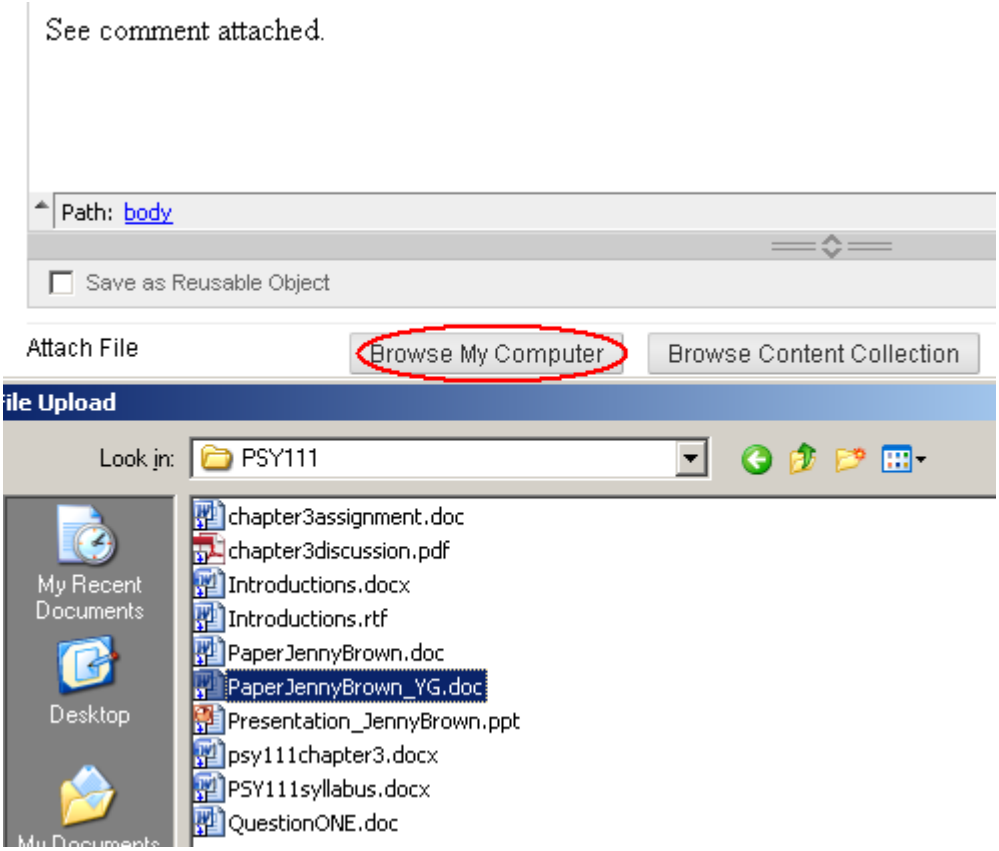
(1) You will then open the file with an application such as MS word, review, edit, or type your comment in the file. You are advised to save the file with your editing/comment to a different name such as adding your initials.

(2) To upload the edited file with your comment, click on "**Browse My Computer"**. Locate the file on your computer and double –click on it to attach.



(3) Type a brief note in the **"3. Grade Current Attempt"** box. Enter a grade. Click on "**Submit".**