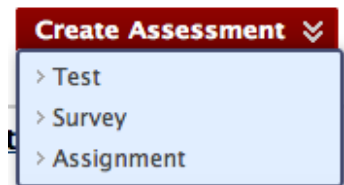


This documentation includes instructions that focus particularly on using Blackboard 9.1 functions to grade student work online. This documentation includes information from the creation of online assignments in Blackboard through the grading process.

- [Creating Assignments to be Submitted Online](#)
- [Finding Online Submissions in the Grade Center](#)
- [Downloading Student Work in the Grade Center](#)
- [Accessing the Needs Grading Page](#)

Creating Assignments to be Submitted Online

1. Open the **content area** in which you want to post the assignment. Hover over the **Create Assessment** button and select **Assignment** from the drop-down menu that appears.
2. The Create Assignment page will open and prompt you to specify the details of the assignment, including its value, availability, and due date, along with several other settings. When you are finished, click **Submit**, and students will be able to access this area to submit their assignments.
NOTE: You cannot include special characters, like pound signs (#), hypens (-), ampersands (&), etc., in the assignment's title. If a title includes special characters the name will be rejected with an error message.
3. You will find the submitted assignments in the Grade Center.



Finding Online Submissions in the Grade Center

There are two ways to find online assignments in the Grade Center:

- ◆ You can choose the **Full Grade Center** option in the Control Panel Dashboard under **Grade Center** to open the entire grade book. Ungraded student work will be marked with a green exclamation point icon. (Instructions for using the Full Grade Center can be found in the section titled "Downloading Student Work in the Grade Center.")
- ◆ The new Needs Grading page in Blackboard 9.1 allows you to access all ungraded files submitted by students at once. You can access this page by expanding **Grade Center** in the Control Panel Dashboard and selecting **Needs Grading**. (Instructions for using this page can be found in the section titled "Accessing the Needs Grading Page.")

Downloading Student Work in the Grade Center

1. To download all submitted, ungraded assignments (marked with a green exclamation point) into a zipped folder, click on the **option arrow** button to the right of the assignment header and choose the second instance of **Assignment File Download**.



<input type="checkbox"/>	First Name	Last Name	Weighted Total	Test 1	Assignment 1
<input type="checkbox"/>	Alisha	Monypenny	--	!	!
<input type="checkbox"/>	Anne	Crowley	--	--	--
<input type="checkbox"/>	Devin	Warner	--	--	--
<input type="checkbox"/>	Gabriel	Lozano	--	--	--
<input type="checkbox"/>	Wendy	Barrie Wilson	--	--	--

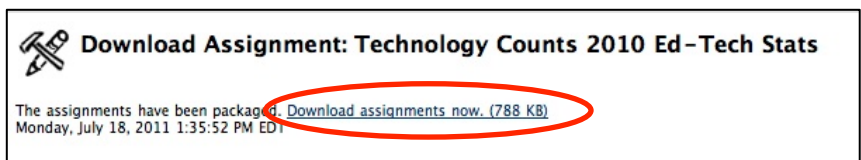
Selected Rows: 0

Move To Top Email

- > Quick Column Information
- > View and Add Rubrics
- > Grade Attempts
- > Grade Anonymously
- > Assignment File Download
- > Assignment File Cleanup
- > Assignment File Download
- > Assignment File Cleanup

NOTE: At present, the option **Assignment File Download** appears twice on the list. The first instance causes an error and the second works.

- Another window will open and you can select to download all submitted assignments or check the box next to the names of the students whose assignment you wish to download. Click **Submit**.
- Click on the **Download assignments now** link to download the files in a zipped folder.



Accessing the Needs Grading Page

The new Needs Grading page in Blackboard 9.1 allows you to access all ungraded files submitted by students at once. You can access this page by expanding **Grade Center** in the Control Panel Dashboard and selecting **Needs Grading**.

- Click on **Needs Grading** to open the Needs Grading page that will list assignments by category and then student name. You also have the ability to narrow your search of assignments by choosing specific items from the drop-down menu at the top of the page.
- Click on the **option arrows** button next to an item name. You can choose either to **Grade All Users** or **Grade Anonymously**. The Grade Assignment page will open that contains information about an individual student assignment. On this page, you can download the assignment (Field 2), review it, and reattach it in Field 3 (Grade Current Attempt). You must also add the grade that you have given this particular assignment, found in Field 3.
- Once complete, you can click **Submit**.

