Managing Grade Attempts

Blackboard learn+

Topic Overview

This document will explain basic steps to view and manage grade attempts in Blackboard. Keep in mind that there are different ways of accessing the same tools in Blackboard.

Steps

Access Items that Need Grading Directly

There are a number of ways to access items that need grading in your course. A **Needs Grading** shortcut link (Smart View favorite) appears by default under **Grade Center** in the **Control Panel**. If this smart view does not exist, you can create one in the Grade Center.

1. Within the Control Panel of your course, go to **Grade Center** > **Needs Grading**.

The next section will explain how you can view and manage grades by entering the desired area of the Grade Center.

Access Attempts from the Grade Center

1. In your course, go to **Grade Center** > **Full Grade Center**.
2. In the cell corresponding to the selected student and selected item, click the dropdown arrow and click on the attempt.
3. If the assessment is not a self-grading item, you will see an exclamation mark, indicating that the item has been completed and is ready for grading.
    a. For self-grading tests, you will see a score if the assessment was successfully completed in the allotted time
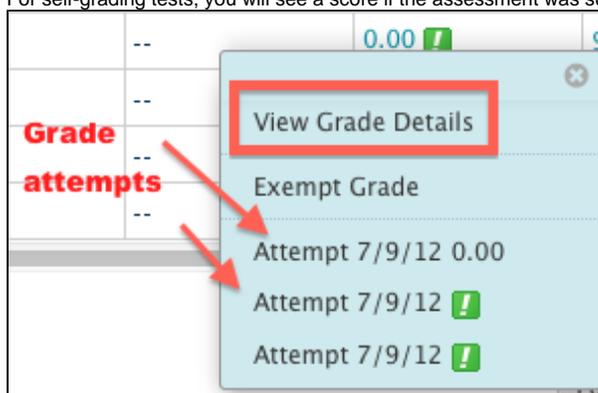
The above graphic shows three attempts (instructor allowed multiple attempts), with one being successfully completed and graded and two showing "in progress". In order to view the details, select the "View Grade Details" link.

If you see an icon with a paper and pencil (in progress), the attempt either was not completed in the allotted time, has not yet been submitted, or somehow "locked up" on the user. You can still view what items were completed in the assessment and choose to clear or submit the completed items for grading.

View Grade Details

Instructors can access Grade Details by going to:

1. **Grade Center** > **Full Grade Center.**
2. Locate the student's attempt, click on the dropdown arrow in the cell, and select **View Grade Details**.
3. After selecting the "View Grade Details" link, you will see information for the grade attempts expanded. You will also see options for managing items, including "View Attempt", "Clear Attempt", "Edit Attempt" and "Delete".
   a. Both the "Delete" (use drop-down list for selection and click "Go" button) and "Clear Attempt" options remove the attempt(s) and provide the student with an additional attempt. This example below is for an assignment where multiple attempts were allowed.

For assignments, there is a button to allow an additional attempt, as shown below. This differs from "Clear Attempt" in that it allows this particular user an extra attempt, even if they have reached the maximum allowed.

The graphic below shows options for assignment submissions. The exclamation mark indicates "Needs Grading" status.

User **Joe3 Student (student.3)** ‹ › Column **Essay 2 (Assignment)** ‹ ›

Current Grade: **0.00** out of 0 points [Exempt]

Grade based on Last Graded Attempt
Due: None
Calculated Grade 0.00

[View Attempts]

Attempts	Manual Override	Column Details	Grade History

Delete [Last Attempt ▾] [Go]

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Jul 9, 2012 3:30:22 PM	Jul 9, 2012 3:48:16 PM (Needs Grading)	⚠			[Grade Attempt] [Clear Attempt] [Ignore Attempt] [Edit Grade]
Jul 9, 2012 3:29:52 PM	Jul 9, 2012 3:29:52 PM (Needs Grading)	⚠	**If user reaches maximum attempts for an assignment you will have option to allow for an additional attempt.**		[Grade Attempt] [Clear Attempt] [Ignore Attempt] [Edit Grade]
Jul 9, 2012 12:33:01 PM	Jul 9, 2012 12:33:01 PM (Completed)	0.00			[Grade Attempt] [Clear Attempt] [Ignore Attempt] [Edit Grade]

This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt. Alternatively, you can mark an existing attempt as Ignored (Ignored Attempts are not accounted again the maximum number of attempts).   [Allow Additional Attempt]

The graphic below displays the options for deletion.

Delete ✓ Last Attempt   [Go]
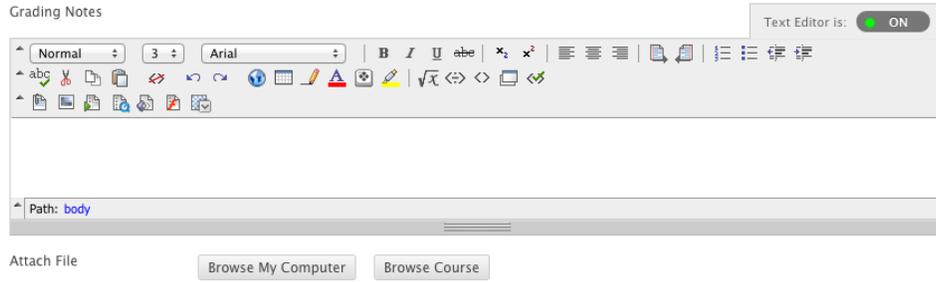First Attempt
Highest Scored Attempt
Lowest Scored Attempt
Attempts Between Dates...
All Attempts

Assignments

If the **Assignment** tool was used for an assessment, you will see student's submission, comments, etc. on the "Grade Assignment" page which you can access by clicking the "View Attempts" button on the Grade Details page; You will be provided with a place to enter the grade and feedback.
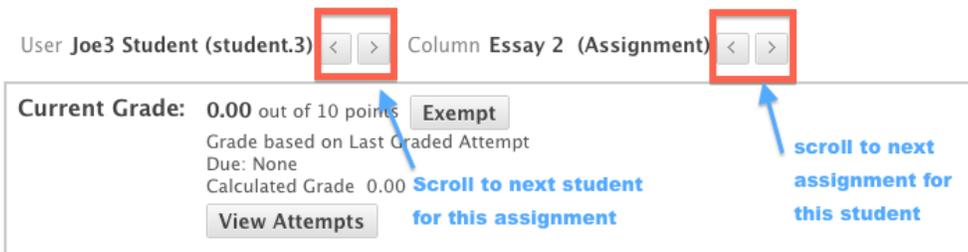
The "grading notes" section is for notes you make to yourself. The student cannot view this section.

4. Grading Notes

Grading Notes   Text Editor is: ● ON

| Normal | 3 | Arial | B *I* U abe x₂ x² ≡ ≡ ≡ |

Path: body

Attach File   Browse My Computer   Browse Course

You can download the student's submission, make corrections and comments and then upload the file with your feedback. You cannot edit the student's submission in Blackboard since this file must be kept in its submitted format.

There are several different ways to navigate while grading; one way is to use the arrows on the attempts window:

User **Joe3 Student (student.3)** < >   Column **Essay 2 (Assignment)** < >

Current Grade: **0.00** out of 10 points Exempt
Grade based on Last Graded Attempt
Due: None
Calculated Grade 0.00 **Scroll to next student**
View Attempts   **for this assignment**

scroll to next
assignment for
this student

If you used a rubric in Blackboard, there will be a link to open and enter your information into the rubric.

Jul 9, 2012
12:33:01 PM

Jul 9, 2012
12:33:01 PM
(Completed)

0.00 View Rubric

Click on Grade
Attempt to use the
associated rubric
for grading

Grade Attempt
Clear Attempt
Ignore Attempt
Edit Grade

Assignment Information

* *Indicates a required field.*   **1. Submission History**

⊞ **Attempt #3 (July 9, 2012 3:48:16 PM EDT)**

⊞ **Attempt #2 (July 9, 2012 3:29:52 PM EDT)**

Attempt #1 (You are reviewing this attempt)

2. Review Current Attempt

Submission

Attached Files   About Stacks.pdf

Comments

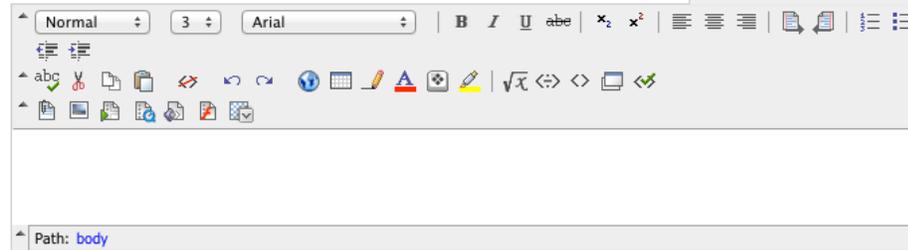**Here on the attempt page, you can access the rubric for grading.**

3. Grade Current Attempt

* Grade   `0`   out of 10   `View Rubric`

Feedback to User

Text Editor is: ● ON

| Normal | 3 | Arial | **B** *I* U abe x₂ x² | ≡ ≡ ≡ | ... |

Path: body

The rubric will have values (points/percentages) based on the points you set for the assignment.

Grid View   *List View*

	Unsatisfactory	Limited	Proficient	Exemplary
Critical Analysis	○ Points: 0	✔ Points: 3.6	○ Points: 4.05	○ Points: 4.5
Just select the radio button to give the appropriate points based on the criteria you established. You can even offer feedback to the student for each graded criteria.	Discussion postings show little or no evidence that readings were completed or understood. Postings are largely personal opinions or feelings, or "I agree" or "Great idea", without supporting statement with concepts from the readings, outside resources, relevant research, or specific real-life application	Discussion postings repeat and summarize basic, correct information, but do not link readings to outside references, relevant research or specific real-life application and do not consider alternative perspectives or connections between ideas. Sources are not cited. Feedback:	Discussion postings display an understanding of the required readings and underlying concepts including correct use of terminology and proper citation.	Discussion postings display an excellent understanding of th required readings a underlying concepts including correct us of terminology. Postings integrate a outside resource, or relevant research, o specific real-life application (work experience, prior coursework, etc.) to support important points. Well-edited quotes are cited appropriately. No m than 10% of the posting is a direct quotation

Use the "SAVE" button when finished.

Since there are several options, look for arrows and buttons labeled Next, Save, and Next, etc.

Tests

If the **Test** tool was used for an assessment, you might see a score if the test was self- scoring and was completed on time. However, if the student exceeded the time limit or questions were included that cannot automatically grade (essay, short answer, etc.), you must enter the test to complete the grading process and you will see an icon instead of a score in the cell for that student.

Click the "View Attempts" button for the item. For tests, you will see the Time Elapsed for timed tests or quizzes. If the student went over the time allowed, you can make a decision about how you want to handle this. You will also see a "Clear Attempt" button and text areas to enter feedback to user and grading notes (notes to yourself that the student cannot view).

The graphic below displays a question that was not answered. If you see several items with a response and several without, especially starting at a certain point, this is a good indication that either the student navigated away from the test and it locked up or that there was a problem with Blackboard or the user's computer that caused the test to lock up.
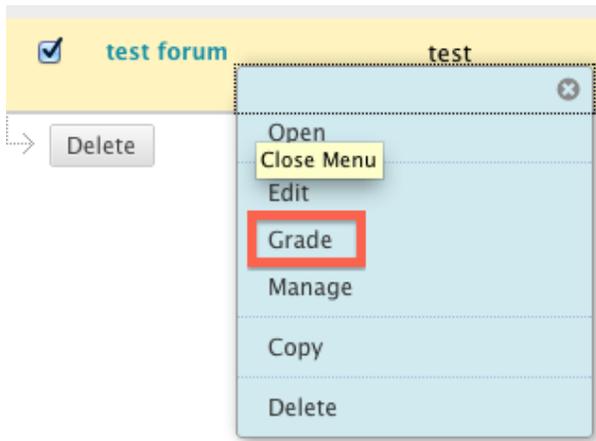

Discussions (Graded)

If you used graded discussion, a grade center column will be created. You can access the grading area as described for the other types of assessments or you can grade directly from the discussion board.

To access grading from the discussion board:

>   Click on the drop-down menu to the right of the name of the forum.

>   Click on "grade"

Click the Grade button next to the student's name.

Grade Discussion Forum Users

Grades entered or changed here are automatically entered or changed in the Grade Center. **Points possible:** *10 More Help*

Under "Forum Grade" (see image), select the "Edit Grade" button to view your options.

Journals, Blogs, and Wikis

You do have the option to create graded Journals, Blogs, and Wikis in Blackboard. The method for grading these is similar to the discussion grading, though each has its own features.

Sources and Relevant Links

Getting Started with the Grade Center