

## Managing Grade Attempts in Blackboard

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 Bb.

### 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.

You can use a filter to show only those items that need grading, by entering the **Grade Center**, selecting **Filter** and **Needs Grading** under Status.

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

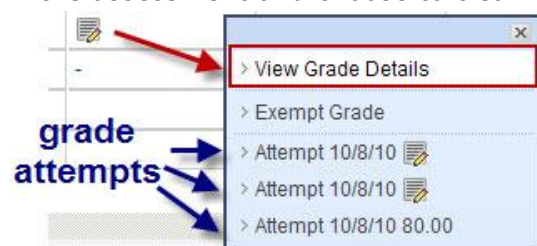
### Access attempts from the Grade Center

In the cell corresponding to the selected student and selected item, click the chevron arrows to reveal options. At the bottom, you will see the date for each attempt made by the student. For self-grading tests, you will see a score if the assessment was successfully completed in the allotted time.

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.

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.

This 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.



### View Grade Details

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". Both the Delete (use dropdown 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 is for an assignment where multiple attempts were allowed.

Edit Manually Override View Column Details Grade History

Delete Last Attempt Go

Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Oct 8, 2010 9:39:01 PM (In progress)				View Attempt Clear Attempt Edit Grade
Oct 8, 2010 9:30:41 PM (In progress)				View Attempt Clear Attempt Edit Grade
Oct 8, 2010 9:25:53 PM (Completed)	80.00			View Attempt Clear Attempt Edit Grade

not completed or exceeded time limit or assessment unexpectedly

completed and graded

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.

Edit Manually Override View Column Details Grade History

Delete Last Attempt Go

Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Oct 7, 2010 12:18:28 PM (Needs Grading)				View Attempt Clear Attempt Edit Grade <span style="border: 1px solid red; padding: 2px;">Allow Additional Attempt</span>

This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt. **provide additional attempt for this student, even if number of allowed attempts has been reached**

The graphic below displays the options for deletion.

Delete Last Attempt Go

- Last Attempt
- First Attempt
- Highest Score Attempt
- Lowest Score Attempt
- Attempts Between Dates...
- All Attempts

## View/Manage Attempts

Click the "View Attempt" button next to the attempt.

### Assignments

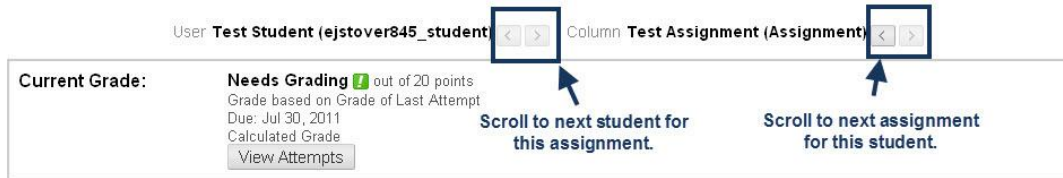
If the **Assignment** tool was used for an assessment, you will see student's submission, comments, etc. You will be provided with a place to enter the grade and feedback. The "grading notes" section is for notes you make to yourself. The student cannot view this section.

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.

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

Use the "Submit" button when finished.

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

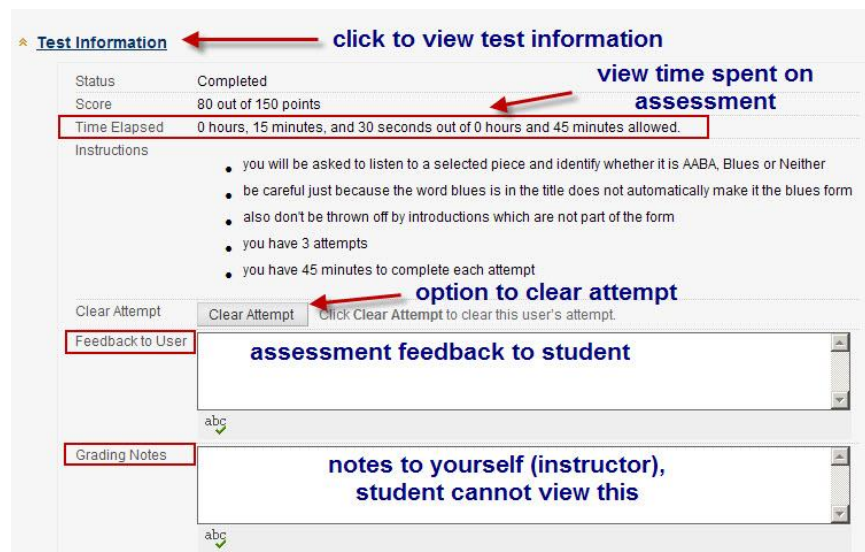


Since there are several options, look for arrows and buttons labeled Next, Save and Next, etc.

### 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 Attempt" 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.

Selected Answer: ✘ [None Given]  
 Correct Answer:  NEITHER

You can make a decision to clear the attempt or let it stand as is.

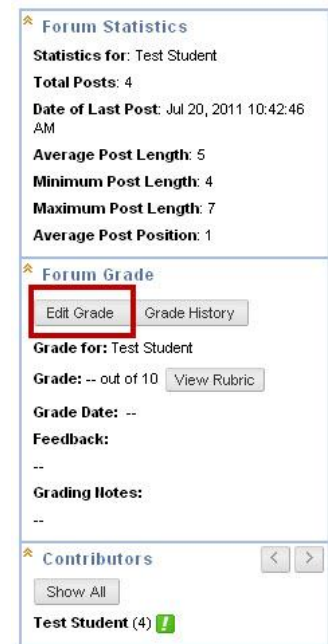
When you have completed the process, click the "Submit" button.

### 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:

1. Enter the forum.
2. Click the Grade Forum button.
3. Click the Grade button next to the student's name.
4. 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.

For more information about grading activities, see [Blackboard's On Demand Learning Center](#).