



Blackboard 8.0 Quick Reference Guide

Course Management Series

Download and Grade Assignments from Grade Center

When students submit a required assignment, you (the instructor) will need to download the attachment from the grade book and submit a grade.

View / Download an Individual Assignment

Step 1: Click the **Control Panel** on the left side of the screen in your Course homepage.

Step 2: Under *Assessment* click **Grade Center** (any submitted assignment will have a green “!” next to it)

Step 3: Click the *double down arrows* that appear when the mouse cursor is over the cell.

Step 4: Click **Grade Details** to view the assignment.

Step 5: Under *Actions* click the **View Attempt** button.

Step 6: To view any document files attached click the filename under the *User’s Work* section.

Download all Assignments at Once

Step 1: Click the Control Panel on the left side of the screen in your Course homepage.

Step 2: Under *Assessment* click **Grade Center**.

Step 3: Click on the *double down arrows* next to the name of the assignment (top of column).

Step 4: Click **Assignment File Download**.

Step 5: Here you can **Select All** to download all assignments, select **Ungraded** to download all assignments that you have not graded yet, or just select individual assignments by clicking on the check box to the left of each name.

Step 6: Scroll down to the bottom of the page and click the **Submit** button.

Step 7: All assignments are packaged into a single compressed (zip) file. Click the **Download Assignments Now** link to download the zip file.

Step 8: Click the **Save** button and select a location on your copier to store the files.

Grading Assignments and Providing Feedback

After you view the assignment in the gradebook, you can enter a grade, provide feedback for the students to view, and submit instructor notes. The students cannot see the Instructor Notes.

Step 1: Follow steps above to view attempt.

Step 2: Under **Feedback to User** section enter a grade and any *comments* in the respective fields. Attach any files you would like. If you wish to revise their submitted papers and return them, you will need to save the document to your computer, edit, save, and upload here.

Step 3: Submit comments in the **Instructor Notes** section that you do not wish the students to view.

Step 4: Click Submit. Students are able to access their grade and feedback s