Blackboard for Employees

Grading an Assignment

This document describes how to grade an assignment in your Blackboard course for students to access.

Instructions
1. Locate the exclamation point inside a grade column.

2. Hover in the cell of the column to reveal the down chevron.

3. Click the down chevron to open the grading menu.
5. Select the **Attempt mm/dd/yy** to open the grading frame.

6. In the new plane, use the reading plane to view the submitted material.

7. Insert grade in the **Attempt** field on the right.

8. Click **Submit** to finish.