
Blackboard for Employees

Grading an Assignment

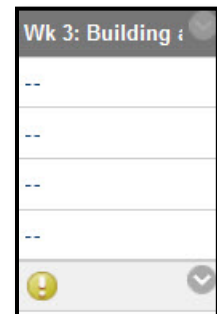
This document describes how to grade an assignment in your Blackboard course for students to access.

Instructions

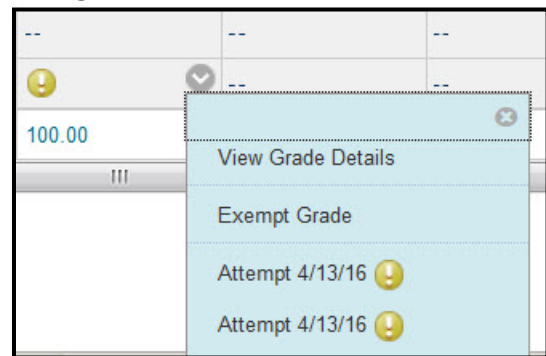
1. Locate the the exclamation point inside a grade column.



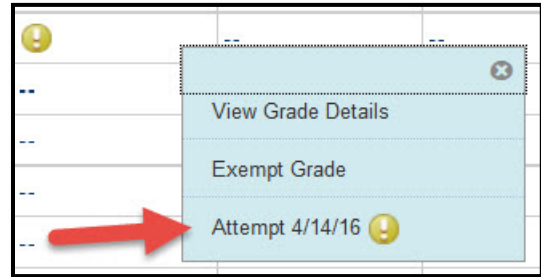
2. Hover in the cell of the column to reveal the down chevron.



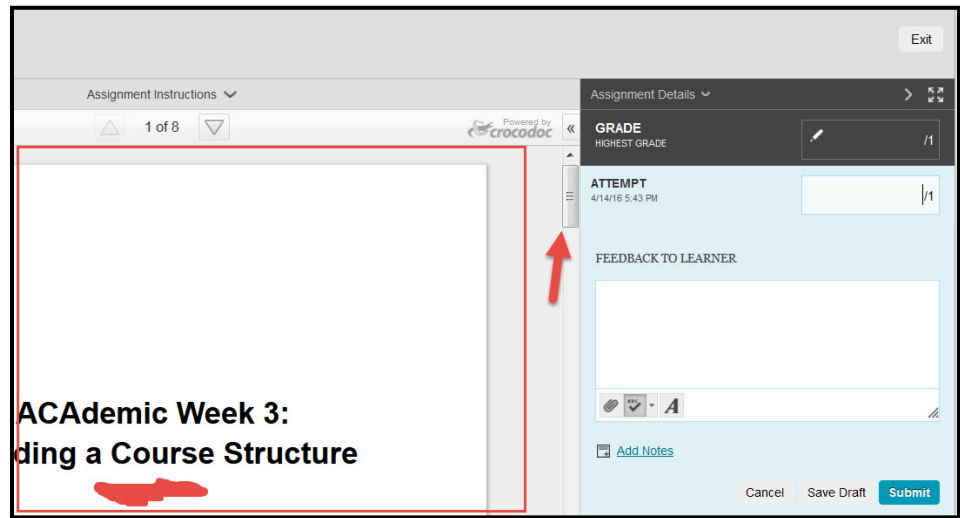
3. Click the down chevron to open the grading menu.



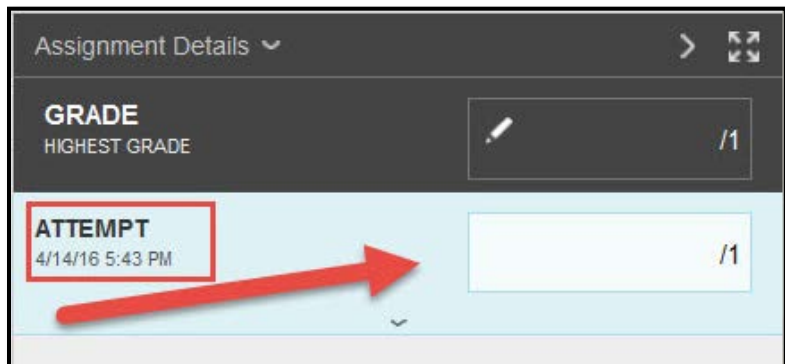
5. Select the **Attempt mm/dd/yy** to open the grading frame.



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.

