



Needs Grading

Blackboard Learn 9.1
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About Needs Grading

The **Needs Grading** page is accessed in the **Grade Center** section of the **Control Panel**. You can view attempts for individual assignments, group assignments, and tests. You can also view blog and journal entries, wiki page saves, and discussion posts that are ready for grading or review.

For courses with many enrolled students and gradable items, you can use the information and functions on the **Needs Grading** page to organize your grading tasks. The **Needs Grading** page allows you to sort and filter the list so you can grade the most urgent items first. For example, you can sort by due date to ensure your final tests are graded by your school's deadline.

Note: If the Blackboard administrator at your school has made the **SafeAssign** tool available, the **Needs Grading** page also displays attempts for SafeAssignments.

Grading and reviewing can begin immediately from the **Needs Grading** page or you can sort and filter items first to narrow the list. Attempts are placed in a queue for easy navigation among items during grading.

Needs Grading

Grade All (B) Filter (D)

Category: All Categories, Item: All Items, User: All Users, Date Submitted: Any Date

Go

16 total items to grade. (E)

Category	Item Name (C)	User Attempt	Date Submitted	Due Date
Assignment	Chapter 1 Summary	Chris Casper	January 16, 2011 9:55:43 AM	January 31, 2011
Assignment	Chapter 1 Summary	Sarah Spooner	January 16, 2011 10:13:19 PM	January 31, 2011
Assignment	Chapter 1 Summary	Bruce Lopez	January 21, 2011 10:17:16 AM	January 31, 2011
Assignment	Chapter 1 Summary	Andy Farrell	January 22, 2011 7:36:00 PM	January 31, 2011
Assignment	Chapter 1 Summary	Monica Gonzales	January 26, 2011 10:39:34 AM	January 31, 2011
Assignment	Group Outline	Group Geo (Attempt 1 of 2)	January 25, 2011 11:06:40 AM	February 9, 2011
Assignment	Group Outline	Group Geo (Attempt 2 of 2)	January 26, 2011 7:09:09 AM	February 9, 2011
Assignment	Group Research Idea	Group Ocean	January 26, 2011 10:43:14 AM	
Assignment	Research Paper Assignment	Bruce Lopez	January 22, 2011 10:26:20 AM	
Test	Terminology Test	Sarah Spooner	January 18, 2011 11:11:18 AM	February 1, 2011
Test	Terminology Test	Bruce Lopez	January 20, 2011 10:25:13 AM	February 1, 2011
Test	Terminology Test	Andy Farrell	January 22, 2011 2:37:20 PM	February 1, 2011
Test	Terminology Test	Juan Hernandez	January 26, 2011 10:46:34 AM	February 1, 2011
Test	Unit 3 Quiz	Chris Casper	January 25, 2011 8:06:31 AM	February 10, 2011
Test	Unit 3 Quiz	Bruce Lopez	February 1, 2011 10:28:02 AM	February 10, 2011
Test	Unit 3 Quiz	Andy Farrell	February 4, 2011 4:38:25 PM	February 10, 2011

Displaying 1 to 16 of 16 items Show All Edit Paging...

- A. Access the **Needs Grading** page in the **Grade Center** section of the **Control Panel**.
 - B. Click **Grade All** on the **Action Bar** to begin grading and reviewing immediately. The **Grade All** function places all attempts in a queue for easy navigation among items. The items in the queue appear in the order they appear on the **Needs Grading** page.
- Note:** Tests with a grading status of **Attempt in Progress** do not appear on the **Needs Grading** page.

- C. Sort columns to organize your list by clicking the column heading or caret. The sorted list remains in effect until you change it or log out.
- D. Apply filters to narrow the list by **Category**, **Item**, **User**, and **Date Submitted**. If a filter is applied, only the filtered items appear in the list and in the queue. The filtered list remains in effect until you edit the filter choices or log out. Click the **X** to collapse the **Filter** field.
- E. The total number of items to grade appears above the list of items. Once attempts have been graded, they do not appear on the **Needs Grading** page and the number of items updates to reflect the current number that needs to be graded. If the list is filtered, the number reflects how many items match the current filter settings.
- F. Click an item's **Action Link** to access the contextual menu and make a selection. For assignments, you can select **Grade All Users** or **Grade Anonymously**. For tests, you can also select **Grade by Question** and **View Attempts**.

User activity for interactive tools such as blogs, journals, wikis, and discussions can be set to go into **Needs Grading** status after a certain number of posts or entries by a user. For these items, you can **Reset All** to clear the activity counter and move the item out of **Needs Grading** status. The total number of attempts for the selected item is listed in parentheses.

- G. Click **Show All** to display up to 1,000 items on one page. Click **Edit Paging** to change the number of items to view per page.

Grading Tests and Assignments From the Needs Grading Page

After filtering to narrow the list of items and sorting the results, access the grading pages and begin assigning scores. The grading pages are the same ones you encounter when grading from the Grade Center.

QUICK STEPS: Accessing Test Attempts and Assignment Attempts

1. In the **Control Panel**, expand the **Grade Center** section.
2. Select **Needs Grading**. The total number of items to grade appears on the Needs Grading page.
3. Use the **Filter** drop-down lists to narrow the list of items to grade by **Category**, **Item**, **User**, and **Date Submitted**. For example, you can filter the list by **Category** to show only tests or only assignments.
4. Click **Go**. The filtered items appear on the **Needs Grading** page.
5. Click any column heading or the caret to sort the items.
6. Access the **Grade Test** or **Grade Assignment** page by clicking **Grade All**.

-OR-

Access the **Grade Test** or **Grade Assignment** page by clicking a name in the **User Attempt** column.

-OR-

Access the **Grade Test** or **Grade Assignment** page by clicking an item's contextual menu and selecting **Grade All Users** or **Grade Anonymously**.

Needs Grading

Grade All

Category: Test | Item: All Items | User: All Users

Date Submitted: Any Date

Go

2 of 6 total items match current filter.

Category	Item Name	User Attempt	Date Submitted
Test	Practice Quiz	Chris Casper	October 13, 2010
Test	Practice Quiz	Bruce Lopez	October 13, 2010

- > Grade All Users (2)
- > Grade Anonymously (2)
- > Grade by Question
- > View All Attempts (2)

7. The **Grade Test** page or the **Grade Assignment** page appears and you can proceed with grading.

About the Grade Test Page

The Grade Test page is accessed from the **Needs Grading** page or the Grade Center. You can navigate among users and attempts, view rubrics, grade anonymously, and view information about a test.

On the **Action Bar**, the following actions can be performed:

- **Hide User Names:** Enables you to grade attempts anonymously. Click **Show User Names** to display user information.
- **View Rubric:** Shows the rubric that is associated with a test's column in the Grade Center.
- **Jump to:** Move to another attempt to view or grade it.

Expand the **Test Information** link to view the following information:

- **Status:** Needs Grading, In Progress, Completed
- **Score**
- **Instructions**
- **Clear Attempt** or **Submit Attempt** functions

If a test is **In Progress**, the instructor must submit the test so it can be graded.

QUICK STEPS: Grading Tests From the Grade Test Page

1. On the **Grade Test** page, type a score for each question. Scores for questions graded automatically can be overridden.

The screenshot shows the Blackboard Grade Test interface for 'Quiz 2'. At the top, there is a header with a user icon and the title 'Grade Test: Quiz 2'. Below the header are two buttons: 'Jump to...' and 'Hide User Names'. The main content area shows the user 'Chris Casper (Attempt 1 of 1)' with a status of 'Needs Grading' and 'Item: 1 of 2'. There is a 'Test Information' dropdown menu. Below this are four buttons: 'Cancel', 'Save and Exit', 'View Previous', and 'Save and Next'. The question is 'Question 1: Multiple Answer' with a score of '0 out of 2 points'. The question text is 'Which of the following are viable methods for travelling from London to Paris?'. The 'Given Answers' section shows four options: 'a. flying' (checked), 'b. ferry' (checked), 'c. walking' (unchecked), and 'd. rail' (checked). The 'Correct Answers' section shows the same four options, all of which are checked. There is a small icon of a calendar with a red 'X' over it to the left of the answer lists.

2. Optionally, add **Response Feedback** specific to the individual question. Response Feedback only appears for certain question types, such as essays.
3. Optionally, type comments in the **Feedback to User** box. Use the Text Editor functions to format text and include files, images, links, multimedia, and Mashups.
4. Optionally, type comments in the **Grading Notes** box. Students do not see this text.
5. Click **Save and Exit** to return to the **Full Grade Center**, the **Needs Grading** page, or the **Grade Details** page, depending on where grading began.

-OR-

Click **Save and Next** to display the next user, when available.

-OR-

Click **View Previous** to display the previous user, when available.

If multiple attempts for a test have been allowed, a student's grade is not released until all of the attempts have been graded.

Feedback and Notes for Attempt

Feedback to User Text Editor is: ON

Normal 3 Arial | **B** *I* U abc | x_2 x^2 | [List Icons] | [Copy] [Paste] [Undo] [Redo]

abc [Cut] [Copy] [Paste] [Link] [Unlink] [Image] [Table] [Text Color] [Background Color] | \sqrt{x} $\langle \rangle$ $\langle \rangle$ [Table] [Check]

[File] [Image] [Link] [Unlink] [Image] [Table] [Text Color] [Background Color]

3

Path: [body](#)

Grading Notes Text Editor is: ON

Normal 3 Arial | **B** *I* U abc | x_2 x^2 | [List Icons] | [Copy] [Paste] [Undo] [Redo]

abc [Cut] [Copy] [Paste] [Link] [Unlink] [Image] [Table] [Text Color] [Background Color] | \sqrt{x} $\langle \rangle$ $\langle \rangle$ [Table] [Check]

[File] [Image] [Link] [Unlink] [Image] [Table] [Text Color] [Background Color]

4

Path: [body](#)

Save and Next **5**

Cancel Save and Exit View Previous Save and Next

How to Grade Tests Anonymously

You may choose to grade tests anonymously to ensure impartial evaluation of student work. Grading anonymously allows you to remain objective and not be influenced by a student's behavior or previous performance. Grading anonymously can contribute to the student-faculty relationship because students are assured that grading was unbiased.

When grading anonymously, all identifying information is hidden and attempts appear in random order. Each student is assigned a number, such as Student 8.

QUICK STEPS: Grading Tests Anonymously From the Needs Grading Page

1. On the **Needs Grading** page, click a test attempt's Action Link to access the contextual menu.
2. Select **Grade Anonymously**. The **Grade Test** page appears.

How to Grade Tests by Question

For each test, you can choose to grade all responses to a specific question. This allows you to move from test to test, viewing and scoring the same question for each student. Grading this way can save time as you concentrate only on all the answers for a single question. You can see how all students responded, providing immediate feedback about how the group performed on that particular question. Also, grading by question is useful when you want to revisit a question that requires a score adjustment for all or many students.

At the same time, questions can be graded anonymously. All test attempts remain in needs grading status until all of the responses for all questions have been graded.

QUICK STEPS: Grading Tests by Question

1. On the **Needs Grading** page, click a test's Action Link to access the contextual menu.
2. Select **Grade by Question**.
3. On the **Grade Questions** page, select the check box for **Grade Responses Anonymously**, if needed.
4. For each question, click the number in the **Responses** column.
5. On the **Grade Responses** page, click **Edit** next to the score for a user.

6. If anonymous grading is necessary and was not previously selected, click **Hide User Names** on the Action Bar. Click **OK** in the pop-up window to verify the action.
7. Type a grade in the **Score** box. Optionally, add **Response Feedback** specific to the individual question. The Response Feedback box only appears for certain question types, such as essays. Use the Text Editor functions to format the text and include files, images, links, multimedia, and Mashups.
8. Click **Submit**.
9. Click **Back to Questions** to return to the **Grade Questions** page.

Grade Questions: Practice Quiz

Filter Questions by Status

Test Information

Grade Responses Anonymously **3**

Preview	Question Text	Question Type	Default Points	Responses
	Which of the following are viable methods for travelling from London to Paris?	Multiple Answer	2	<u>11</u> 4
	I have previous experience in Oceanography.	True/False	5	<u>11</u>
	Choose the word that means "out of its proper time."	Multiple Choice	10	<u>11</u>

 **Grade Responses: Practice Quiz 2 - Multiple Answer** 6

[Hide User Names](#)

User: Filter Questions by Status

⌵ [Question Information](#)

Displaying 1 to 11 of 11 items

↑ Score: 2 [Edit](#)

✓ **Mina Akbar (Attempt 4 of 4)**

Submitted Date: Oct 13, 2010 12:18:00 PM

Given Answer: flying,ferry,walking,rail   

↑ Score: 1 [Edit](#)

✓ **Tony Brown (Attempt 2 of 2)**

Submitted Date: Oct 13, 2010 12:18:00 PM

Given Answer: flying,rail   

Score: 8

Displaying 1 to 11 of 11 items

9 Questions

About the Grade Assignment Page

The **Grade Assignment** page is accessed from the **Needs Grading** page or the Grade Center. You can navigate among users and attempts, view rubrics, grade anonymously, and view information about an assignment.

On the Action Bar, the following actions can be performed:

- **Hide User Names:** Grade attempts without knowing user information. Click **Show User Names** to display user information.
- **View Rubric:** View rubrics that are associated with an assignment's column in the Grade Center.
- **Jump to:** Select another attempt to view or grade.

Expand the **Assignment Information** link to view the following information:

- **Instructions**
- **Due Date**
- **Submitted Date**
- **Status:** Needs Grading, In Progress, Completed

If an assignment is **In Progress**, the instructor must submit the assignment so it can be graded.

QUICK STEPS: Grading Assignments From the Grade Assignment Page

1. On the **Grade Assignment** page, view the submission text, attached files, and comments. If anonymous grading is necessary and was not previously selected, click **Hide User Names** on the Action Bar. Click **OK** in the pop-up window to verify the action.
2. Type a **Grade** for the assignment.
3. Optionally, type comments in the **Feedback to User** box and attach a file. Use the Text Editor functions to format the text and include files, images, links, multimedia, and Mashups.
4. Optionally, type comments in the **Instructor Notes** box. Students do not see this text.
5. Click **Save and Exit** to return to the **Full Grade Center**, the **Needs Grading** page, or the **Grade Details** page, depending on where grading began.

-OR-

Click **Save and Next** to display the next user, when available.

-OR-

Click **View Previous** to display the previous user, when available.

If multiple attempts for an assignment have been allowed, a student's grade is not released until all of the attempts have been graded.

Grade Assignment: History of Ocean Exploration

Jump to... Hide User Names

View: **Needs Grading** 7 Total
User: **Tony Brown (Attempt 1 of 1)** Status: **Needs Grading** Item: **7 of 7**

Assignment Information

* Indicates a required field.

Save as Draft Cancel Save and Exit View Previous Save and Next

1. Submission History

Attempt #1 (You are reviewing this attempt)

2. Review Current Attempt

Submission

Attached Files [Ch1-QuestionsExercises.docx](#)

Comments I would like to know if I correctly cited my sources in addition to any other comments you have.

3. Grade Current Attempt

* Grade out of 0

Feedback to User

Text Editor is: OFF

How to Grade Assignments Anonymously

You may choose to grade assignments anonymously to ensure impartial evaluation of student work. For example, an opinion-based assignment that is graded anonymously may offer students a higher level of comfort when expressing their views.

In anonymous grading, all identifying information is hidden and attempts appear in random order. Each student is assigned a number, such as Student 8.

QUICK STEPS: Grading Assignments Anonymously From the Needs Grading Page

1. Click an assignment attempt's Action Link to access the contextual menu.
2. Select **Grade Anonymously**. The **Grade Assignment** page appears.

Grading Blogs, Journals, Wikis, and Discussions From the Needs Grading Page

Blogs, journals, wikis, and discussions that you have set to be graded can be accessed on the **Needs Grading** page. You can view user activity as you assign scores. The grading pages are the same ones you encounter when grading from the Blog, Journal, Wiki, or Discussion tools.

Before You Begin

- Ensure that you have created a blog, journal, wiki, or discussion forum or thread and made it available to students. Specify that you want the item to be graded in its settings.
- Ensure that some student activity has taken place so the blog, journal, wiki, or discussion forum or thread shows in **Needs Grading**.
- When you choose to grade a blog, journal, wiki, or discussion forum or thread, you can determine the amount of activity required to activate its needs grading status. In the settings for the tool, select the check box for **Show participants in needs grading status** and select a number from the drop-down list. After a user meets the specified number, the item appears on the **Needs Grading** page. If you do NOT select the check box, the **Needs Grading** icon does not appear in the Grade Center and items do not appear on the **Needs Grading** page.

Note: If you choose three entries from the drop-down list and a user submits two, the **In Progress** icon () appears in the Grade Center cell and within the tool until the specified number is met.

On the **Needs Grading** page, you can select **Reset All** in the contextual menu for a blog, journal, wiki, or discussion forum or thread to clear the activity counter and move the item out of **Needs Grading** status.

QUICK STEPS: Grading Interactive Tools From the Needs Grading Page

1. In the **Control Panel**, expand the **Grade Center** section.
2. Select **Needs Grading**. All items to grade appear on the **Needs Grading** page.
3. Use the **Filter** drop-down lists to narrow the list of items to grade by **Category**, **Item**, **User**, and **Date Submitted**. For example, filter the list by **Category** to show only blogs.

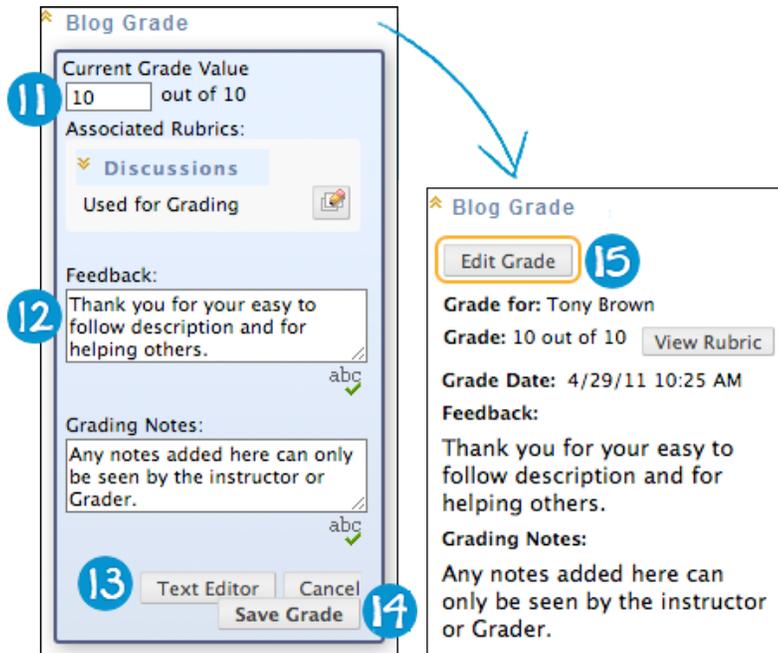
4. Click **Go**. The filtered items appear on the **Needs Grading** page.
5. Click any column heading or the caret to sort the items.
6. Click an item's **Action Link** to access the contextual menu.
7. Select **Grade All Users**.

Note: Instead of using an item's Action Link, you can also begin grading by clicking a username in the **User Attempt** column.

8. In the content frame, evaluate the entry or post.

9. If you associated a rubric with the blog, journal, discussion post, or wiki, click **View Rubric** to access it while grading.
Note: To learn more, see the *Using Rubrics* mini manual.
10. To assign a grade, click **Edit Grade** in the side panel. To collapse or expand a side panel section, click the double arrows icon next to the section title.
11. Type a number in the **Current Grade Value** box.

Note: For discussion threads and forums, assigning a score here removes any Grade Center override that may exist for this grade.

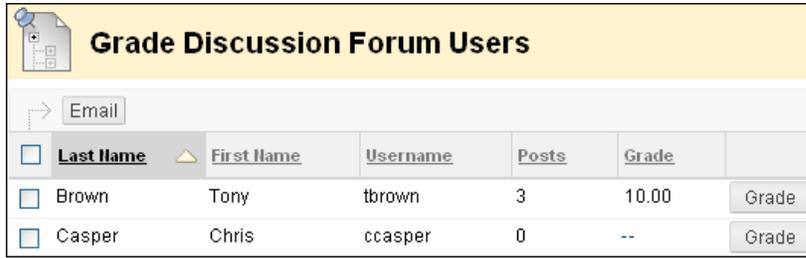


12. Optionally, type **Feedback** for the user and **Grading Notes** that appear to instructors only. You can use the **Spell Check** function at the bottom of each text box.
13. Optionally, click **Text Editor** to access the Text Editor in a pop-up window. Use the functions to format the text and include files, images, external links, multimedia, and Mashups to your feedback or notes.
14. Click **Save Grade**. The information appears in the **Grade** section in the side panel and in the Grade Center.
15. Click **Edit Grade** to make changes at any time. The changes appear in the **Grade** section in the side panel and in the Grade Center column. After a grade change, the **Grade History** function appears. Click it to see a record of the changes. Alternatively, access the **Grade Details** page for the Grade Center cell and view the **Grade History** tab.
16. When grading is complete, click the arrow at the top or bottom of the page to progress to the next user in the queue or click **Exit** to return to the **Needs Grading** page.

Result

After a grade is assigned, the blog, journal, wiki, or discussion forum or thread is no longer listed on the **Needs Grading** page. The grade appears in the side panel of the **Grade** page where the grade was assigned and in the Grade Center.

In addition, discussion forum and thread grades appear in the **Grade** column on the **Grade Discussion Forum Users** or the **Grade Discussion Thread Users** pages.



<input type="checkbox"/>	Last Name	First Name	Username	Posts	Grade	
<input type="checkbox"/>	Brown	Tony	tbrown	3	10.00	Grade
<input type="checkbox"/>	Casper	Chris	ccasper	0	--	Grade

When a grade is assigned for a group blog, journal, wiki, or discussion, the corresponding Grade Center cells are populated automatically for each member of the group.

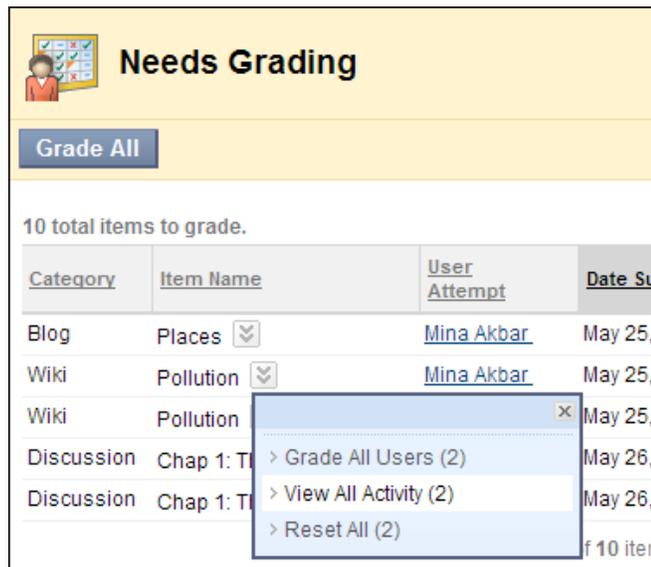
Note: For more information on grading blogs, journals, wikis, or discussions, see the *Advanced Communication* or *Making the Most of Discussions* manuals.

Viewing User Activity for Wikis and Discussions From Needs Grading

In addition to assigning grades, you can view overall activity in wikis and discussions from the **Needs Grading** page.

QUICK STEPS: Viewing Wiki and Discussion Activity

1. In the **Control Panel**, expand the **Grade Center** section.
2. Select **Needs Grading**. All items to grade appear on the **Needs Grading** page.
3. Use the **Filter** drop-down lists to narrow the list of items to grade by **Category**, **Item**, **User**, and **Date Submitted**. For example, filter the list by **Category** to show only discussions or wikis.
4. Click **Go**. The filtered items appear on the **Needs Grading** page.
5. Click any column heading or the caret to sort the items.
6. Click the **Action Link** for a discussion or wiki to access the contextual menu.
7. Select **View All Activity**.



The screenshot shows the 'Needs Grading' interface. At the top, there is a 'Grade All' button. Below it, a message states '10 total items to grade.' A table lists items with columns for Category, Item Name, User Attempt, and Date Submitted. The table contains the following rows:

Category	Item Name	User Attempt	Date Submitted
Blog	Places	Mina Akbar	May 25,
Wiki	Pollution	Mina Akbar	May 25,
Wiki	Pollution		May 25,
Discussion	Chap 1: T	> Grade All Users (2)	May 26,
Discussion	Chap 1: T	> View All Activity (2)	May 26,
		> Reset All (2)	f 10 iter

A contextual menu is open over the 'Discussion' row, showing three options: '> Grade All Users (2)', '> View All Activity (2)', and '> Reset All (2)'. The 'View All Activity (2)' option is highlighted.

Result

For discussions, you see the **Grade Discussion Forum Users** or **Grade Discussion Thread Users** page that displays which members have posted. You can select users from the list to grade.

Grade Discussion Forum Users						
Email		Page of 2				
		1				
<input type="checkbox"/>	Last Name	First Name	Username	Posts	Grade	
<input type="checkbox"/>	Akbar	Mina	makbar	2	24.00	Grade
<input type="checkbox"/>	Brown	Tony	tbrown1	0	--	Grade
<input type="checkbox"/>	Casper	Chris	ccasper	1	0.00	Grade

For wikis, the **Participation Summary** page shows a list of wiki contributors, including words modified and page saves.

Participation Summary				
Jump to...				
User: Mina Akbar (Activity)			View: Needs Grading	
			Exit	
			< 1 of 2 >	
Name	Words Modified (Number Count)	Words Modified (Percentage)	Page Saves (Number Count)	Page Saves (Percentage)
Chris Casper	25	62%	2	66%
Mina Akbar	15	37%	1	33%
Displaying 1 to 2 of 2 items				
			Show All Edit Paging...	
About This Wiki Wiki Name: Pollution Type: Course Creation Date: 5/25/11 11:55 PM Pages: 3 Comments: 0				
View Contributions By:				

Ask Dr. C



In the following table, Dr. C explains the **Needs Grading** page. Dr. C is our Blackboard Learn expert.

Your question

Why would I use the **Needs Grading** page instead of the Grade Center for assigning scores?

Can I grade everything from the **Needs Grading** page?

Dr. C's reply

The **Needs Grading** page is a consolidated view of all items that need to be graded. It increases grading efficiency for assignments and tests, especially for large courses.

You can prioritize which items need grading first. For example, you can filter the list to display a particular assignment and then sort by **Date Submitted**. This allows you to return work to students in the order they turned it in, which can be helpful for self-paced work.

You can grade individual assignments, group assignments, SafeAssignments, test attempts, blog and journal entries, wiki page saves, and discussion posts on the **Needs Grading** page.

Student work that you have set up to be submitted outside of the system cannot be graded from the **Needs Grading** page.