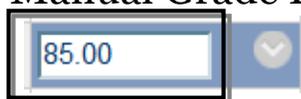


Enter and Edit Grades

Grade Center items can be graded automatically through online tests or manually by the instructor. Grades can be changed and recalculated at any time. Other information about student progress can be entered in the form of comments.

- **Automatically:** Blackboard-generated tests and surveys are scored automatically when completed by the student. Tests receive a **score**, while completed surveys are recorded as a **checkmark**.  Instructors may create tests with essay questions. Tests with essay questions are tagged with an **exclamation point**,  rather than a score. Essay answers must be reviewed by the instructor. The instructor scores the essay question, and Blackboard calculates a grade and enters it in the Grade Center.
- **Manually:** Assignments that need grading are tagged with an exclamation point  in the Grade Center. Grades can be entered in the Grade Center cell or from the Grade Detail page. Assignments are first downloaded from the Grade Center, reviewed, then the grades entered directly into the Grade Center by clicking in the cell and entering a grade, or by clicking the **Action Button**, at the top of the column and choosing a grade entry option.

Manual Grade Entry



1. Click in the cell where the **grade is to be entered**.
2. Enter a **value**.
3. Press **Enter** on the Keyboard to move to the next cell.

Edit Grades

Any grade recorded in the Grade Center may be changed by the course instructor or grader. When grades are changed, new data is automatically factored in to existing total points, or calculated grade columns, updating the information immediately. Grades that have been modified are designated by an orange triangle.

Change (Override) a Grade

Grades can be overridden manually from the Grade Center or from the Grade Details page, or they can be overridden by uploading an external file containing new data. If you delete *any* grade in the Grade center, *be sure to replace the grade* with a dash (-), or **Null Value**, otherwise the grade value will be calculated as a zero value (0) when the grade is weighted.

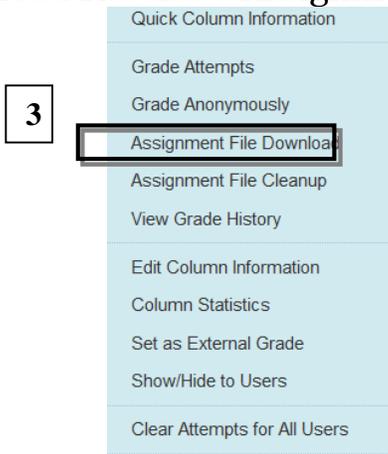


1. Click in the cell where the **grade is to be changed**.
2. Enter a **value**.
3. Press **Enter** on the Keyboard.
4. Edited grades will be denoted by an orange triangle  in the corner of the grade cell.

Grade Assignments

Grading assignments requires two steps. First the assignment files are downloaded for review and grading, and then the grades are entered into the Grade center.

Download Results – Assignment

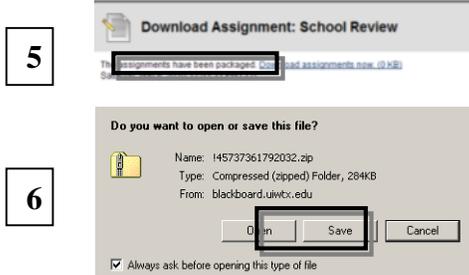


1. Move the cursor over the desired **assignment grade column**, and click the **Action Button**  to activate the contextual menu.
2. Click **Assignment File Download**.

1. Select Users

Name	Date	Grade
<input checked="" type="checkbox"/> Train, Kenneth	Wednesday, May 19, 2010 11:02:39 AM CDT	Needs Grading
<input checked="" type="checkbox"/> Train, Jimmy	Wednesday, May 19, 2010 11:03:45 AM CDT	Needs Grading
<input checked="" type="checkbox"/> Train, Rachel	Wednesday, May 19, 2010 11:05:27 AM CDT	Needs Grading
<input checked="" type="checkbox"/> Train, Rebecca	Wednesday, May 19, 2010 11:23:36 AM CDT	Needs Grading
<input checked="" type="checkbox"/> Train, Michael	Wednesday, May 19, 2010 10:52:31 AM CDT	Needs Grading
<input checked="" type="checkbox"/> Train, Amy		Not Available
<input checked="" type="checkbox"/> Train, Kristy	Wednesday, May 19, 2010 11:08:52 AM CDT	Needs Grading
<input checked="" type="checkbox"/> Train, Susan	Wednesday, May 19, 2010 11:16:21 AM CDT	Needs Grading
<input checked="" type="checkbox"/> Train, Jacob	Wednesday, May 19, 2010 11:11:14 AM CDT	Needs Grading
Moreno, Michael		Not Available

3. A new page opens. Select the **checkboxes** to download student assignments
4. Click **Submit**.



5. A new page opens, click [Download results now](#)
6. Click **Save**  in the Dialogue Box.
7. Open the Zip file to **access, review, and grade** the assignments