

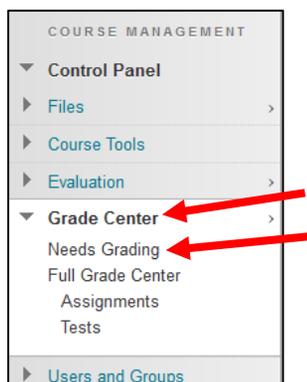
Grading an Assignment

Introduction

Follow the steps below to grade an assignment submission in myCourses.

Step 1:

In the course site that contains the assignment you would like to grade, click “Grade Center” at the bottom of the course menu, and then click the “Needs Grading” link that appears below.



Step 2:

The “Needs Grading” page lists every ungraded submission in a course. Click on a student’s name under the “User Attempt” column to view their submission.

Category	Item	User	Date Submitted	
Assignment	Essay One	All Users	Any Date	Go
1 total items to grade.				
Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Essay One	Andrew Hinote_PreviewUser	May 14, 2015 1:53:34 PM	
Displaying 1 to 1 of 1 items Show All Edit Paging...				

Tip: You can view ungraded submissions for a specific assignment by selecting that assignment from the “Item” drop-down list at the top of the page.

Step 3:

From the “Grade Assignment” page, you can comment on a paper, highlight text, enter a grade, and provide feedback to the student.

Use this button to make the grading interface larger.

Click this button, then click anywhere on the document to drop a comment.

Enter a grade here.

Open grading rubric (if used.)

Click and drag your mouse cursor over a string of text to highlight and/or add a comment.

Type feedback to the student.

Save the grade, comment, and feedback.

Download original document.

The screenshot shows the Blackboard Grade Assignment interface. On the left, a document titled "Assignment Instructions" is displayed with a text editor toolbar. A red arrow points to the comment icon. The document text includes a paragraph about Josephine Elizabeth Butler. A red arrow points to a highlighted section of text. Another red arrow points to the highlight tool in the toolbar. On the right, the "Assignment Details" panel is shown. A red arrow points to the "GRADE" field. Another red arrow points to the "FIRST PAPER RUBRIC" link. A third red arrow points to the "Submit" button. A fourth red arrow points to the "Download" icon for the submission file "my paper.docx".

Step 6:

If enabled, you can review the SafeAssign report from this page as well by clicking on the “SafeAssign” link, and then clicking “View Originality Report.”

If you did not enable SafeAssign plagiarism checking for this assignment, skip to step 8.

The screenshot shows the "SafeAssign" section of the Blackboard interface. It displays the "SafeAssign" link, a "6% overall match" result, and a "SAFEASSIGN SUBMISSION" table. The table lists the submission "JSmith EssayOne.docx" with a 6% match. A "View Originality Report" button is visible below the table. A red arrow points to the "SafeAssign" link, and another red arrow points to the "View Originality Report" button.

Continued on the next page...

Step 7:

Click on any highlighted area of the paper to see where that text may have been copied from. To re-process this paper and omit certain sources, click the “Select Sources & Resubmit” button, uncheck a source, and then click “Resubmit.” You may have to exit and re-open the submission to see the new report.

The screenshot shows a plagiarism checker interface. At the top, a text snippet is highlighted in yellow: "John Smith Essay 1 5/14/2015 Lorem ipsum dolor sit amet, consectetur adipiscing elit." A red arrow points from this snippet to a "Suspected Entry" pop-up window. The pop-up window displays the following information:

- Suspected Entry: 71% match**
- Uploaded - JSmith EssayOne.docx**
- Source - <http://www.lipsum.com/feed/html>**

Below the pop-up, there is a block of placeholder text: "Aliquam auctor tincidunt tempus. Quisque leo sapien, laoreet gravida tortor eu, bibendum gravida ipsum. Curabitur eget massa tortor. In nec mollis elit. Fusce eu erat viverra, vestibulum risus id, vulputate mi. Sed sollicitudin, nunc in laoreet finibus, tellus est laoreet ex, vitae tincidunt massa ipsum ac justo. Mauris aliquam libero fringilla scelerisque cursus. Cras mauris eros, pharetra ac tincidunt in, pellentesque sit amet orci. Aenean eros felis, tempus venenatis libero quis. sagittis consectetur nulla. Curabitur fringilla scelerisque mi".

On the right side of the interface, there is an "Assignment" section for "Andrew Hinote_PreviewUser" on "Thu, May 14 2015, 1:53 PM". It shows a "6% highest match" and "Submission ID: 997927d5-00a6-43be-94f2-d505b1533b06". Below this, the document "JSmith EssayOne.docx" is listed with a "Word Count: 291" and "Attachment ID: 93101035". A "Citations (1/1)" section contains a checked checkbox for "Select Sources & Resubmit" and a citation for "http://www.lipsum.com/fee...". A red arrow points from the "Select Sources & Resubmit" checkbox to the text in the "Citations" section.

Step 8:

Click the “Submit” button to finish grading this submission.

If there are more submissions that need grading, the next submission will appear automatically.

If there are no other submissions that need grading, you will be brought back to the empty needs grading page.

Students will be able to view their grade and feedback from the “My Grades” page on your course menu.

Conclusion

We hope this guide was helpful.

For additional information or support, contact the Instructional Development team at ithelp.umassd.edu.

The screenshot shows a grading interface for an assignment. At the top, it says "Assignment Details". Below that, the "GRADE" is shown as "/100". The "ATTEMPT" section shows "5/14/15 1:53 PM" and a score of "95/100". The "SafeAssign" section shows "6% overall match". Below that, the "SAFEASSIGN SUBMISSION" section shows "JSmith EssayOne.docx" and "6%". There is a "View Originality Report" button. The "FEEDBACK TO LEARNER" section shows "Good work!". At the bottom, there is a "Submit" button. A red box highlights the "Submit" button with the text "Click to save graded submission." and a red arrow pointing to the button.