

1. Find the column for the assignment and the student's name. There should be an exclamation point in the cell for that student under the assignment column. Click on the exclamation point.

Grade Center : Assignments

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade and press the key to navigate through the Grade Center. [More Help](#)

Create Column | Create Calculated Column | Manage | Reports

Move To Top | Email

Grade Information Bar

Last Name	First Name	Paper #1 Dropt	Essay #3	Essay 2	Paper 1 Drop B
Frisque	Justin (Test Student)	--	100.00	50.00	--
Gallanis	Susan (Test Student)	90.00 (A-)	--	!	--
Lecato	Kaitlin	--	--	--	--
Seefeldt	Hannah	--	--	--	--
Zipay	Katherine	--	--	--	--

2. Click on the down arrow and a drop down menu should appear. Click on "View Grade Details".

Grade Information Bar | Grade Type: Grade | Points Possible: 100.00 | Displayed As: Score | Visible to Users: Yes

Last Name	First Name	Paper #1 Dropt	Essay #3	Essay 2	Paper 1 Drop B
Frisque	Justin (Test Student)	--	100.00	50.00	--
Gallanis	Susan (Test Student)	90.00 (A-)	--	!	--
Lecato	Kaitlin	--	--	--	--
Seefeldt	Hannah	--	--	--	--
Zipay	Katherine	--	--	--	--

Selected Rows: 0 | Move To Top | Email

View Grade Details | Exempt Grade | Attempt 2/12/15 | Attempt 2/12/15

3. If you want to remove the student's submission entirely, click the "Clear Attempt" button. Warning: This will remove the student's document from Blackboard, and you will no longer be able to access it. This should be used in situations where the student submitted the wrong document.

Current Grade: Needs Grading ! out of 100 points | Exempt

Grade based on Last Graded Attempt
Due: Oct 31, 2014
Calculated Grade

View Attempts

Attempts | Manual Override | Column Details | Grade History

Delete | Last Attempt | Go

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Feb 12, 2015 1:10:58 PM	Feb 12, 2015 1:10:58 PM (Needs Grading) LATE	!			Grade Attempt Clear Attempt Ignore Attempt Edit Grade

4. To allow the student to submit another document, click the "Allow Additional Attempt" button. The student should then be able to click on the Assignment link and submit again.

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Aug 14, 2014 1:41:25 PM	Aug 14, 2014 1:41:25 PM (Completed)	100.00			Grade Attempt Clear Attempt Ignore Attempt Edit Grade
<small>This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt. Alternatively, you can mark an existing attempt as ignored (ignored Attempts are not counted against the maximum number of attempts).</small>					Allow Additional Attempt