








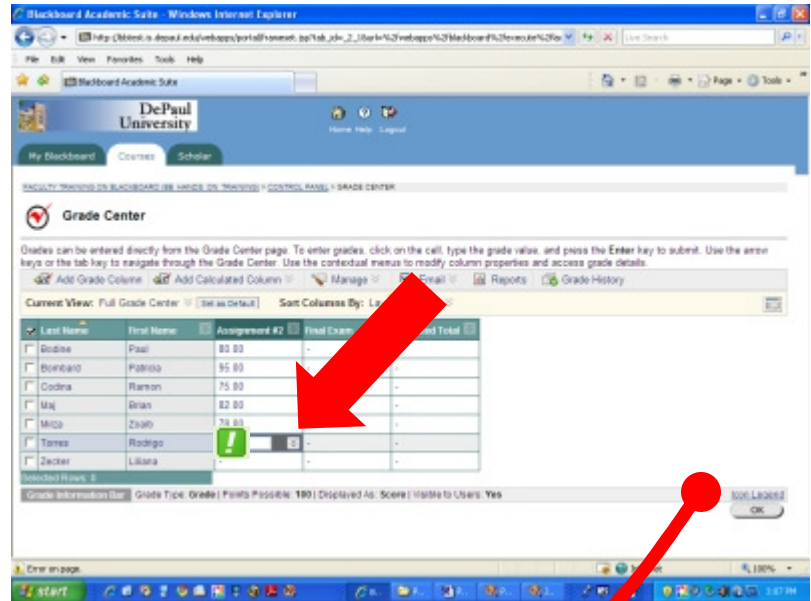


Grade Sheet Access

When you create an assignment a column is automatically added to the Grade Center grade worksheet for it. The grade sheet provides the means to access the student’s response to the assignment. To access the response, click on the green exclamation point symbol. A complete depiction of the icons that may appear in each grade cell appears like that below if you click on the “Icon Legend” hyperlink:

-  User Unavailable
-  Column Not Visible to Users
-  Completed
-  Needs Grading
-  Grade Modified Manually
-  Attempt in Progress
-  External Grade
-  Grade Exempted for this User
-  Error

Icon Legend



FACULTY TRAINING ON BLACKBOARD (88 HANDS ON TRAINING) > CONTROL PANEL > GRADE CENTER > GRADE DETAILS

Grade Details Column: Paper #3 (Assignment) Go
User: Russ Patterson (rpatters) Go

To view the details of another column or user, select the column or user and click Go, or click the next or previous arrows to navigate sequentially. Override a grade by clicking the **override** button. Revert an overridden grade to its previous value by clicking the **revert** button. Modify or clear an attempt grade by clicking the appropriate buttons in the Attempts table.

Current Grade ! Override

User: Russ Patterson (rpatters)
 Student ID: 0600146
 Column: Paper #3 (Assignment) Details
 Grade Type: Score
 Description:

Attempts

Creation Date	Last Submitted/Modified Date	Value	Feedback to User	Grading Notes	Actions
Nov 24, 2008 9:52:35 AM (Needs Grading)	Nov 24, 2008 9:54:30 AM	!			View Attempt Clear Attempt Modify Attempt

Clicking on the green exclamation point brings you to this screen. Click on the View Attempt button to gain access to a screen where you can download the student’s submission, return a grade and a graded copy to the student, and record comments seen by the student and notes to yourself. **Caution! Clicking on Clear Attempt will delete the student’s submission!**