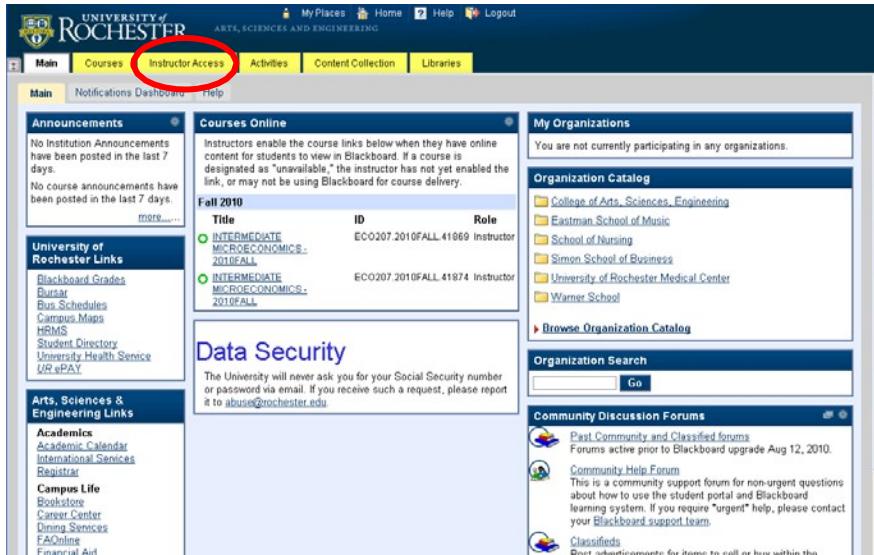
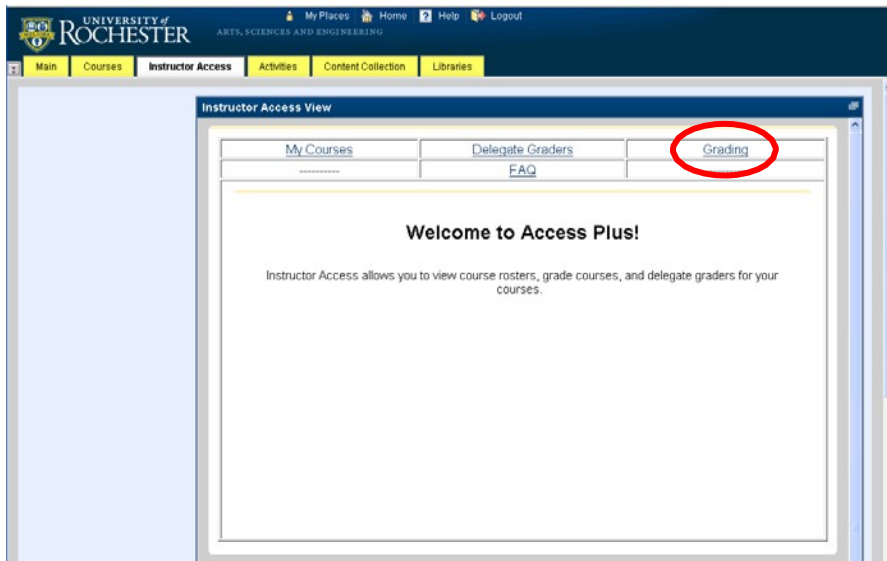


Blackboard Instructor Access - Grading

Step 1: To grade, simply log into Blackboard, and select the Instructor Access tab.



Step 2: Click the "Grading" link:



Blackboard Instructor Access - Grading

Step 3: Select a term from the dropdown for which grading is open. Click the CRN number to begin grading.

Notice the column labeled "Grading Progress" that displays how many students have been graded to date.

Enter Grades

2010 FALL

Fall Semester 2010-2011

CRN	Course	Course Title	Grades Due	Grades Sealed	Grading Progress	Enrol	CLS Rel	CLS Enrol	Grading Start	Grading End
41869	1ECO207	INTERMEDIATE MICROECONOMICS	5/11/11	No	78 / 124	124	-	-	9/1/10	1/31/11 4:00 PM
41874	1ECO207	INTERMEDIATE MICROECONOMICS	5/11/11	No	5 / 103	103	-	-	9/1/10	1/31/11 4:00 PM
42131	1ECO390	SUPERVISED TEACHING	5/11/11	No	0 / 2	2	-	-	9/1/10	1/31/11 4:00 PM
42307	1ECO391	INDEPENDENT STUDY	5/11/11		Grading Unavailable	0	-	-	9/1/10	1/31/11 4:00 PM
43150	1ECO591	PHD READINGS IN ECONOMICS	5/11/11		Grading Unavailable	0	-	-	9/1/10	1/31/11 4:00 PM

Click on the CRN to get the roster for all of the students in the section
Click on COURSE TITLE for the course description

COLUMN DEFINITIONS:

Step 4: To enter a grade, enter the correct grade in the column marked "Grade":

Grade Roster

Pop-up blockers must be turned off for the proper operation of this page.

Term	Title	Sch	Dept	Course	CRN	Enrol	Cap	Proj	Grades Due
Fall 2011	SUPERVISED TEACHING	1	ECO	390	42131	2	999	30	5/13/11

The name of each enrolled student will be listed here:	Student IDs will be displayed here	Coll	Class	Hrs	Submitted Grade	Grade	WD	Status
Last, First		01	11	4.00	---	<input type="text"/>	<input type="checkbox"/>	CURRENT 09/08/10
Email@SchoolName		01	13	4.00	---	<input type="text"/>	<input type="checkbox"/>	CURRENT 09/10/10

Grades are automatically validated and saved when you tab off a field.

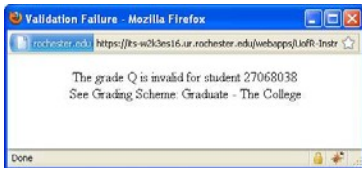
[Grade student not on Grade Roster](#)

Upload all grades to ISIS

Grade Roster column comments:

Blackboard Instructor Access - Grading

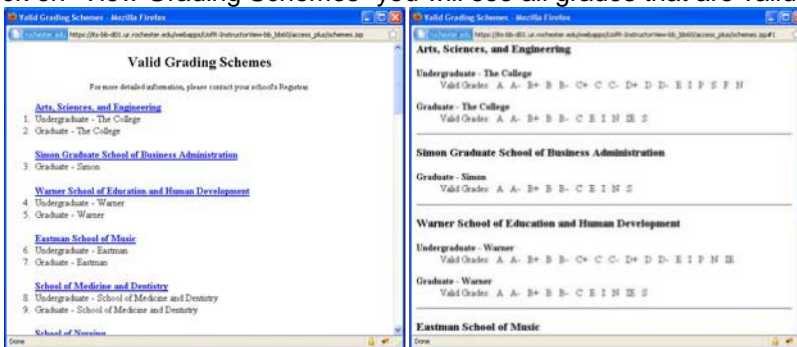
Please enter only appropriate grades for your course. Note that if an incorrect grade is entered, when you move to the next grade cell a message will appear.



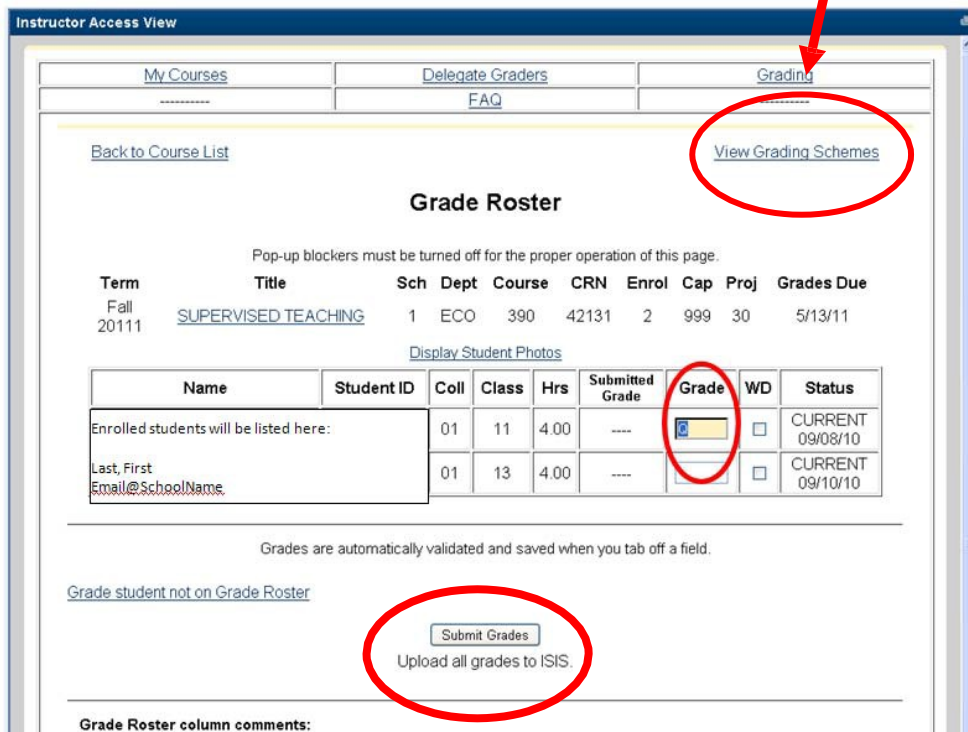
OR when you click the "Submit Grades" button you may receive this message



If you click on "View Grading Schemes" you will see all grades that are valid by school.



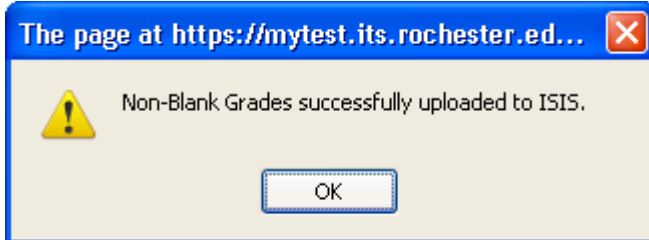
Step 5: After receiving the message that a bad grade was entered, the cell with the bad grade will turn blue so you know where you left off:



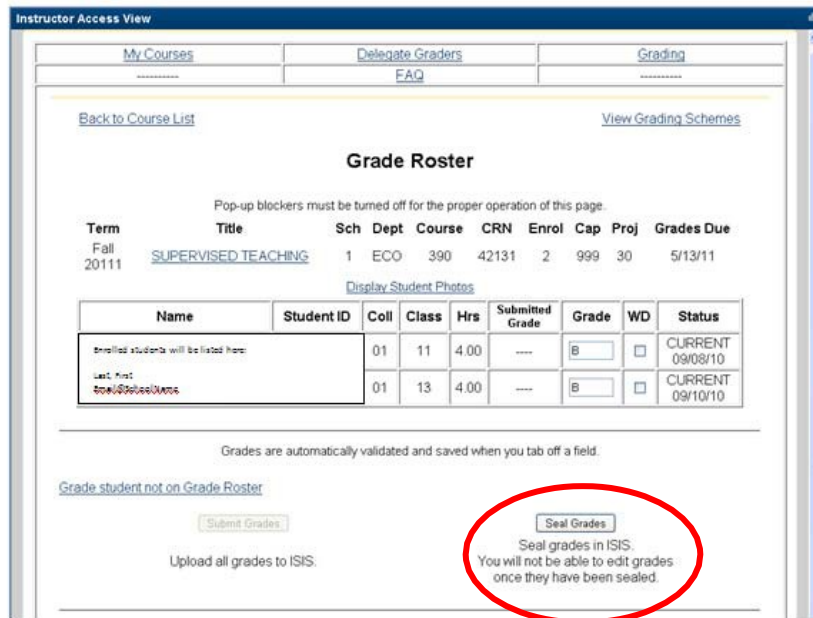
Blackboard Instructor Access - Grading

Please note that you must click the "Submit Grades" button before the "Seal Grades" button will appear. When the "Submit Grades" button is clicked the grades will be submitted to ISIS (official student information database). This feature is available only to Instructors, not Delegates.

Step 6: Successful grade submission will result in the following screen:



Step 7: To seal grades, click the "Seal Grades" button. Changes can no longer be made once grades are sealed. A grade MUST be entered for all students before a course can be sealed. This feature is available only to Instructor, not delegate graders.



Blackboard Instructor Access - Grading

If you would like to change a grade, edit the grade in the "Grade" column and the "Submit" button will reappear:

The screenshot shows the 'Instructor Access View' window. At the top, there are navigation tabs: 'My Courses', 'Delegate Graders', and 'Grading'. Below these is a sub-tab 'FAQ'. The main content area is titled 'Grade Roster' and includes a 'Back to Course List' link and a 'View Grading Schemes' link. A message states: 'Pop-up blockers must be turned off for the proper operation of this page.' Below this, course details are shown: Term: Fall 2011, Title: SUPERVISED TEACHING, Sch: 1, Dept: ECO, Course: 390, CRN: 42131, Enrol: 2, Cap: 999, Proj: 30, Grades Due: 5/13/11. A 'Display Student Photos' link is present. A table lists student grades:

Name	Student ID	Coll	Class	Hrs	Submitted Grade	Grade	WD	Status
Enrolled students will be listed here: Last, First Email@SchoolName		01	11	4.00	----	<input type="text" value="C"/>	<input type="checkbox"/>	CURRENT 09/08/10
		01	13	4.00	----	<input type="text" value="B"/>	<input type="checkbox"/>	CURRENT 09/10/10

Below the table, a note says: 'Grades are automatically validated and saved when you tab off a field.' There are two buttons: 'Submit Grades' (circled in red) and 'Seal Grades'. The 'Submit Grades' button is accompanied by the text: 'Upload all grades to ISIS.' The 'Seal Grades' button is accompanied by the text: 'Seal grades in ISIS. You will not be able to edit grades once they have been sealed.'