

# Blackboard Assignments and Feedback


## CONTENTS

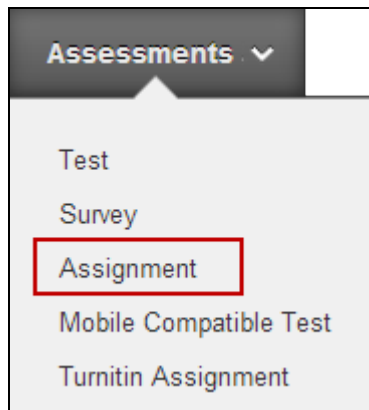
Blackboard Assignments.....	2
Create an assignment .....	2
Grade a submission .....	3
Download a batch of submitted assignments for marking.....	5
Grade an assignment .....	6
Clear a single assignment attempt.....	6
Clear all attempts .....	6
Inline comments and feedback.....	6
Reviewing comments .....	9
Rubrics .....	10
Create a rubric.....	10
Copy a rubric.....	11
Export a rubric.....	11
Import a rubric .....	11
Attach a rubric .....	12
Grade an assignment using rubrics .....	13
What the students see.....	15
Have you created a terrific rubric and want to share it? .....	16
Grade Centre .....	16
Enter a grade .....	16
Delete a grade.....	16
Which Grade Centre columns are visible to my students?.....	16
Add My Grades to the subject menu.....	17

## Blackboard Assignments

Use the Assignment tool to facilitate easy collection of documents submitted electronically by students. When students submit a document, the attempt is recorded in the Grade Centre to alert staff to the submission. Staff can bulk-download submissions then provide feedback, grades and/or additional documents to individual students. Notification of assignments and due dates automatically appear for each student on the My Home Notifications tab, plus via the My Grades tool.

### Create an assignment

1. Navigate to the page in your subject where you wish to create an assignment.
2. Ensure *Edit Mode* is **ON**. 
3. From *Assessments* select **Assignment**.



4. Enter a name and student instructions for the assignment.
5. If required, attach files by clicking **Browse My Computer** or **Browse Content Collection**.
6. Enter the **Due Date** and **time** for the assignment. The assignment will still be visible after this date (if *limit availability* does not prevent this), but assignments submitted after the due date will be marked as late.  
By setting a due date, you will also automatically add an event to the subject calendar as a reminder for students.
7. Enter the *Points Possible*.
8. If you want to use a rubric, click the **Add Rubric** button to select or create the rubric.  
Note: For more information on Rubrics, see the guide: [http://lms.unimelb.edu.au/user\\_guides/rubrics\\_guide.pdf](http://lms.unimelb.edu.au/user_guides/rubrics_guide.pdf)
9. **Submission Details** lets you select the assignment type and number of attempts.

**Assignment Type** must be one of **Individual** (default), **Group** or **Portfolio Submission**.

*Individual Submission* will allow each student to submit their own assignment.

*Group Submission* will let you select the groups that will be submitting group assignments. One student from each group will be submitting a document(s) for assessment on behalf of their group. The groups need to be created before the assignment for this option to be available.

*Portfolio Submission* requires students to submit a portfolio of work. For more information about Portfolios see: [http://lms.unimelb.edu.au/user\\_guides/portfolio\\_student\\_guide.pdf](http://lms.unimelb.edu.au/user_guides/portfolio_student_guide.pdf)

**Number of Attempts** options include **Single** (default), **Multiple** and **Unlimited Attempts**.

Note: Allowing more than a single attempt will enable students to submit a second time if they realise that they have uploaded the incorrect file, or if they want to alter their submission AND it is before the due date of the assignment.

10. **Grading Options** lets you select anonymous or delegated grading.

Select **Enable Anonymous Grading** if you wish the student names to be hidden during the grading process.

Select **Enable Delegated Grading** if you wish to delegate grading responsibilities to one or more graders.

**Please note:** Options for anonymous and delegated grading exist for Blackboard assignments, but both have serious flaws and unexpected outcomes. More importantly, diagnosing problems is very difficult, as the view of a subject will vary per individual, not per staff role (the usual case with other LMS options).

**We strongly recommend that you DO NOT use anonymous and delegated grading options.**

If you want to use anonymous and delegated grading regardless, please talk with us so that we have the opportunity to talk you out of it: <http://www.lms.unimelb.edu.au/support/helpdesk/>

11. **Display of Grades** lets you choose the appearance of the grade, and how it is used, in the Grade Centre (to staff) and My Grades (to students).

**Primary** options are visible to staff and may be made visible to students. Choose from Score, Letter, Text, Percentage or Complete/Incomplete.

**Secondary** options are visible to staff only via the grade centre. Choose from None, Score, Text, Percentage or Complete/Incomplete.

**Include in Grade Centre grading Calculations** allows this data to be used in Calculated Columns such as Total and Weighted Total.

**Show to students in My Grades** to allow students to see marks from this assignment via My Grades.

**Show Statistics** gives additional information (average and median) to students via My Grades for this assignment.

12. **Make the Assignment Available** is selected by default, and gives students access to the assignment.

13. **Limit Availability** only if you want the assignment to automatically appear and/or disappear from student view on a particular date/time.

Note: This does not have to be set and has nothing to do with the due date. However, if you are using inline grading (page 6) you may want to set this to hide the assignment (some time after the due date while you are marking) so that students don't get to see comments before they see their grade. If set, you will have to undo this when you are ready to allow students to see their comments.

14. **Track Number of Views** if you want to run statistics reports on student activity related to this assignment.

15. Click **Submit**.

## Grade a submission

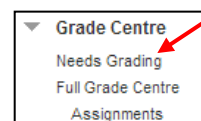
The instructions below apply for marking individual and group assignments.

Group assignments are marked once, with a single mark and comment given to all students within the group. Grades for individual students within the group may be adjusted as needed.

1. From *Control Panel* select **Grade Centre >> Needs Grading**.

2. Click the name of the person / group whose assignment you wish to grade.

3. Click a student name to open and grade their submission.



4. If a Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), or PDF (PDF) file was attached, it will be displayed in the preview pane to the left of screen.

If a file in a format other than those listed above is attached, you can click it to download and open with your computer (not via LMS).

If the student wrote their submission directly into the Write Submission box (did not attach a file) this will be displayed in the preview pane.

If the student wrote text directly into the tool **and** attached a file the text is displayed by default, but the file may be opened by clicking the file name in the submission area to the right.

### Grade Assignment: Navigation by the stars

Assign a grade and feedback for the current assignment attempt. Override the overall grade for the assignment by clicking the pencil icon in the grade field. Use the arrow buttons to navigate through or grade the attempts in the queue one at a time. If multiple attempts for a test have been allowed, a Student's grade is not released until all of the attempts have been graded. Click **Hide User Names** to grade attempts anonymously. Click **Show User Names** to display user information. [More Help](#)

Jump to... Hide User Names Refresh

User: **Simon Rodriguez (Attempt 1 of 1)** Exit < 5 of 5 >

View: **Needs Grading**

Assignment Instructions Assignment Details

1 of 1 Powered by crocodoc

Essay 1 Getting out of big holes  
I think the important thing to focus on here is the relative size of big.  
What is large to you or me, may be huge to a bumblebee.  
A hole that to an elephant is small; for a human may be super tall.

Category	Small	Big	Huge
Bumblebee	~10	~10	~20
Rabbit	~30	~40	~50
Human	~60	~80	~100
Elephant	~120	~200	~250

GRADE Last Graded Attempt /100

Attempt (Late) 23/12/13 7:41 AM /100

SUBMISSION  
Essay 1d.docx

COMMENTS  
**Simon Rodriguez**  
23/12/13 7:41 AM  
Sorry it is so late.

5. Click in the light blue **Attempt** area to enter a grade. The feedback area will appear.

Attempt (Late) 23/12/13 7:41 AM **68**/100

GRADE BY RUBRIC

**STAR GAZING** Used for Grading

FEEDBACK - SHOWN TO LEARNER


This is a much better display of the concept. Well done.



Character count: 56

Add Notes

Cancel Save Draft **Submit**


6. Enter a grade and feedback.

7. If this was a group assignment all group members will be listed, with the option to override the group grade for an individual.   
Once a new grade is entered, click the tick (✓) that appears to confirm the change for that student. The student now displays an override mark next to their score.

Simon Rodriguez   17/25

8. If a rubric was attached, this may be accessed by clicking the rubric name (found above the feedback text area). Select a level for each criteria and **Save Rubric**.  
Note: For details on using rubrics see [http://lms.unimelb.edu.au/user\\_guides/rubrics\\_guide.pdf](http://lms.unimelb.edu.au/user_guides/rubrics_guide.pdf)
9. Click **Add Notes** to add comments that will be visible to teaching staff only.
10. If you would like to add inline comments and feedback see page 6 of this guide.
11. Click **Submit**.

Notes: Students are able to see their marks and feedback for an assignment via the My Grades tool. If this is a **group assignment**, members are also able to see grade and feedback via the assignment.

To prevent students from seeing this mark until you are ready to release it, hide the grade centre column from students: Control Panel >> Grade Centre >> Full Grade Centre >> click column title >> Select Show/Hide to students. A grey circle with a red slash now appears next to the column name. 

Even if the grade centre column is hidden from students, if you use inline grading, students will be able to see the inline comments. You will need to edit and hide the assignment from students (via Availability) to prevent them from seeing inline grades until you are ready.

#### Alternate method to grade a submission

1. From *Control Panel* select **Grade Centre >> Full Grade Centre** or **Assignments**.
2. Students who have submitted an assignment to be graded will have an exclamation mark in the column that corresponds with the assignment.
3. Position the cursor above the appropriate cell.
4. Click the arrow and select **View Grade Details**.
5. Click **View Attempts**.
6. The student submission and any comments will be displayed.
7. Grade as per steps 5 – 7 in previous instructions.

#### Download a batch of submitted assignments for marking

1. From *Control Panel* select **Grade Centre >> Full Grade Centre** or **Assignments**.
2. Click the arrow next to the assignment title.
3. Select **Assignment File Download**.
4. Click the check box to the left of the assignments you wish to download; OR Click the check box at the top of column to select all.
5. If any student made multiple submissions to the assignment you will have the option to download the last attempt file, or all attempt files.
6. Click **Submit**.
7. A zip file of the selected assignments is created. A link called **Download assignments now** is created to the zip file. Click the link and save to your computer.

Once downloaded, assignments can be marked offline. Grades and feedback can then be added using the process described above in Grade a submission. Grades only (no feedback) can be added with the process that follows.

## Grade an assignment

1. From *Control Panel* select **Grade Centre >> Full Grade Centre** or **Assignments**.
2. Identify the grade you wish to enter then click the appropriate cell in the spreadsheet.
3. Enter a new grade then press **Enter**.

## Clear a single assignment attempt

1. From *Control Panel* select **Grade Centre >> Full Grade Centre** or **Assignments**.
2. Students who have submitted an assignment to be graded will have an exclamation mark in the column that corresponds with the assignment.
3. Position the cursor above the appropriate cell.
4. Click the arrow to open the contextual menu for the grade.
5. Click **View Grade Details**.
6. Click **Clear Attempt**
7. Click **Return to Grade Centre**.

## Clear all attempts

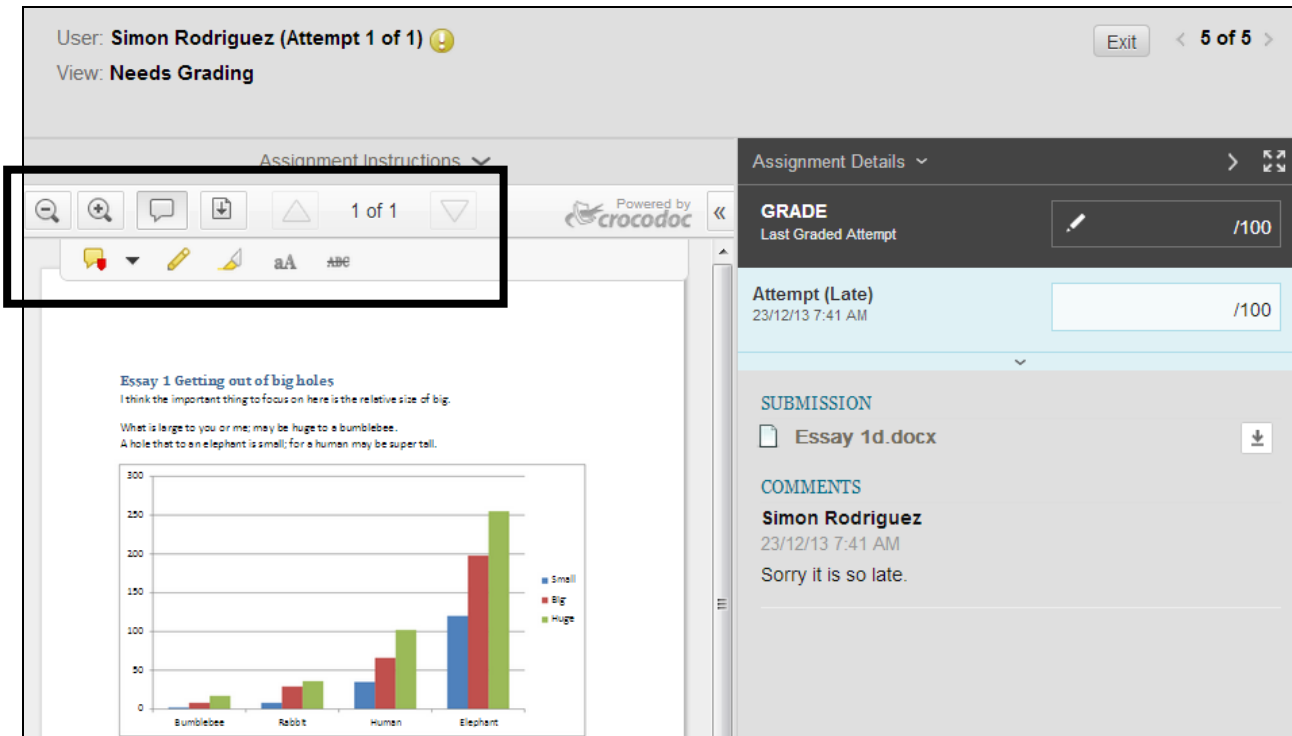
1. From *Control Panel* select **Grade Centre >> Full Grade Centre** or **Assignments**.
2. Click the arrow next to the assignment title.
3. Select **Clear Attempts for All Users**.
4. Select criteria: *Last, First, Highest, Lowest, All*; OR  
Select date range.
5. Click **Submit**.
6. Click **OK**.

## Inline comments and feedback

Blackboard assignments now allow you to provide inline comments and feedback directly onto the student submission. Students will be able to see the marked document and feedback if the grade centre column is set to allow access. Accepted formats for inline comments and feedback are Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), and PDF (PDF). If you wish to use inline grading, you must encourage your students to submit in one of these formats.

Warning: It is recommended that the assignment be edited and made unavailable after submissions are complete and before inline comments and feedback are added. If this is not done, students will be able to see inline comments as they are created, even if the grades for this assignment are not visible to students.

1. Follow the steps for **Grade a submission** on page 3.
2. When the student's submission is opened for grading the document will be visible on the left of screen. Above the document are a set of tools that may be used to annotate the document.



Comments may be attached to a point in the text, an area of the document, or a selection of text. You can also draw on the document, highlight text, write your own text in a text box (not attached to a particular area of the document) or strikethrough text of the student's work.

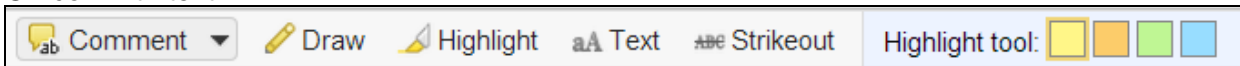
When you are marking a submission, the tools needed for creating inline comments are available above the student submission. Click the **Comment** button to display the inline marking tools.

The **Comment** button may appear as or depending on screen size.

Also depending on screen size, the set of tools you then see may be icon only:



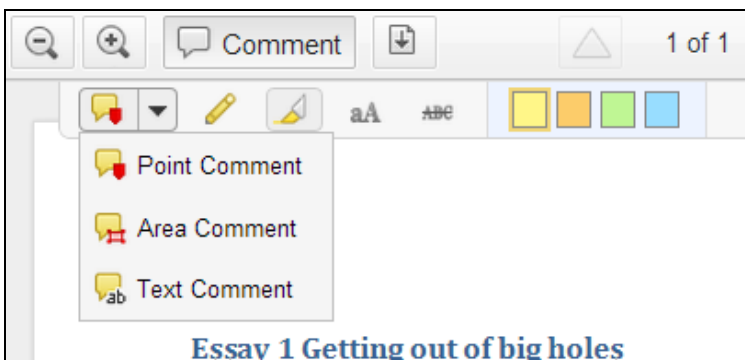
Or icon with text:



Note: Do not worry if you do not immediately see the colour squares of the highlight tool. These will become visible when you select a tool that uses them. Similarly, when you select the drawing tool, the available colours will change.

### Types of comment

The three types of comment are all available from the (second) **Comment** button.





In the following image is an example of each type of comment: **Point** attached to a small red pointer; **Area** surrounding the desired area with a red rectangular outline; and **Text** allowing a selection of text to be made.

The screenshot shows a document editor with the following content:

**Essay 1 Getting out of big holes**  
 I think the important thing to focus on here is the relative size of big.  
 What is large to you or me; may be huge to a bumblebee.  
 A hole that to **an elephant is small**; for a human may be super-tall.

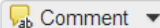
The bar chart shows the relative size of holes for different animals:

Animal	Small	Big	Huge
Bumblebee	~5	~10	~15
Rabbit	~10	~25	~35
Human	~35	~65	~100
Elephant	~120	~200	~250

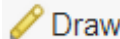
Comments shown on the right:

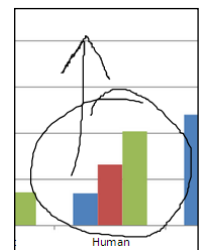
- Point comment:** Debbie Emerson: This is a point comment. It is attached to a single point in the document.
- Area comment:** Debbie Emerson: This is an area comment. A section of the text is highlighted.
- Area comment:** Debbie Emerson: This is an area comment, outlining a section of the document that is being talked about.

### Insert a comment

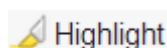
1. Select the desired comment type from the **Comment** button: Point, Area or Text. 
2. Click an insertion point in the document (Point); or  
Click and drag across the area to be associated with the comment (Area and Text).
3. The marker is inserted into the document and an area for you to type the comment appears to the right of the student document.
4. Type your comment then click away from the comment to finish. Comments with text in them are automatically saved when you click away from the comment.
5. If you do not type a comment, the marker in the student document will disappear when you click away from the current location.

### Draw

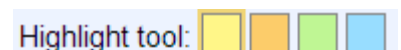
1. Select the Draw tool. 
2. Select the desired colour from the pallet that appears to the right.  
Note: this pallet of colours will only be visible if you have the screen space. Minimising the subject menu can allow the pallet room to appear.
3. Click and drag over the document to draw as desired.
4. When finished, click **Complete** to accept the drawing or **Cancel** to remove the drawing.  
Note: Complete and Cancel appear when you move the cursor away from the drawing.



### Highlight





1. Select the Highlight tool.
2. Select the desired colour from the pallet that appears to the right.
3. Click and drag over the text to be highlighted.
4. You can right mouse click highlighted text and choose to **Add Comment**.

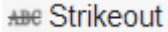


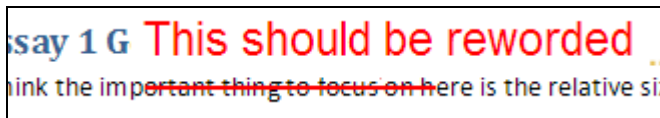


### Insert text on the document

1. Select the Text tool.  Text 
2. Select the desired colour and font size from the pallet that appears to the right.
3. Click an insertion point in the document and type your text.
4. If the text is being typed on top of other text/images, to make it easier to read, you may want to click the fill icon (far right in the pallet that appeared). This will give the text a white background.

### Strikeout text

1. Select the Strikeout tool. 
2. Click and drag across the student text that you want to strikeout.
3. The text now appears with a red line through it and an insertion point appears so that a comment may be entered.



### Reposition

Some of the inline comment tools may be repositioned e.g. point comment, area comment and drawing. When your cursor is on the instance of the tool in the student submission, when there is a four headed arrow you will be able to click and drag the tool to a new location.

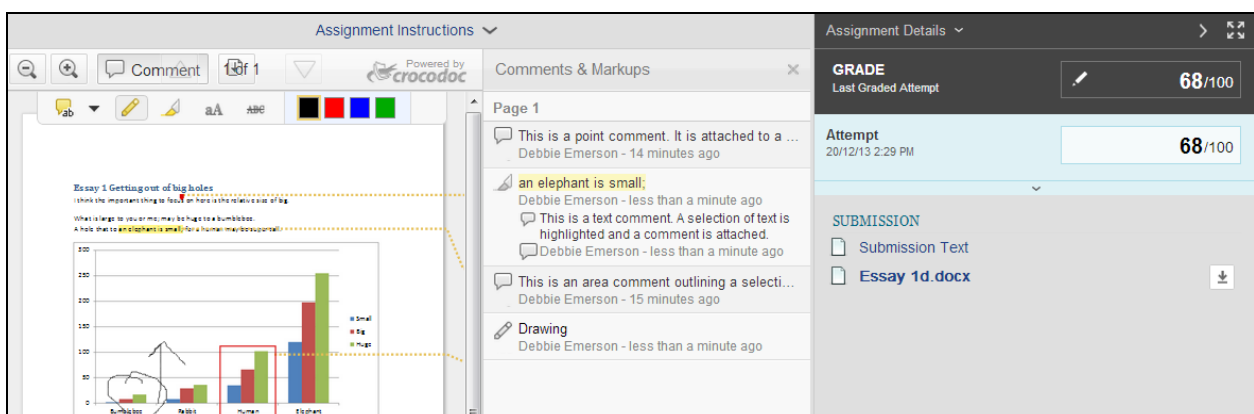
### Delete

Right-mouse click any comment marker, drawing etc in the student submission and select the **Remove...** option that appears.

Note: Some inline tools may also be removed by clicking the instance of the tool in the student submission and pressing Delete or Backspace on the keyboard. You will be asked to confirm the deletion.

### Reviewing comments

When you review a student submission that has inline marking you may see a Comments & Markups pane in the centre of the screen.



The screenshot shows a student submission titled 'Essay 1 Getting on of big holes' with a bar chart. The 'Comments & Markups' pane is open, displaying several comments and markups. The 'Assignment Details' pane on the right shows a grade of 68/100 and a submission file named 'Essay 1d.docx'.

There is a close box (x) to the right of the title that can be used to minimise this area if you do not wish to see it.

## Rubrics

Rubrics allow you to define consistent criteria by which Blackboard assignments and discussion boards may be marked. The criteria can be made available to students, so they will be able to determine the quality needed to achieve the highest possible mark.

Rubrics may be marked as *No Points* (qualitative only), *Points*, *Point Range*, *Percentage* or *Percent Range*.

Once created, rubrics may be exported and used in other LMS subjects. Rubrics attached to an assignment, discussion board or grade centre column will be available to all staff grading that assignment.

Note: [Turnitin GradeMark also uses rubrics](#), however, the two rubric types are not compatible and it is not possible to import a rubric created by one into the other system.


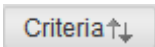

### Create a rubric

When a rubric is created it is attached to a subject. It is then available for use by all staff within that subject, in as many assignments or discussion board forums as desired. To become available in other subjects, the rubric will need to be exported (process shown on page 11).

1. Select **Control Panel >> Subject Tools >> Rubrics**.
2. Click **Create Rubric**.
3. Enter a *Name* and *Description* (optional).
4. By default three rows showing criteria (formatting, organisation and grammar) and three columns showing levels of achievement (novice, competent and proficient) will be visible.

Note: The rubric you see may differ to the one below depending on rubric type being displayed.

Add Row		Add Column		Rubric Type: Points		
Criteria		Levels of Achievement				
	Novice	Competent	Proficient			
Formatting	Points 0 [Text Area] abc ✓	Points 0 [Text Area] abc ✓	Points 0 [Text Area] abc ✓			
Organization	Points 0 [Text Area] abc ✓	Points 0 [Text Area] abc ✓	Points 0 [Text Area] abc ✓			
Grammar	Points 0 [Text Area] abc ✓	Points 0 [Text Area] abc ✓	Points 0 [Text Area] abc ✓			
Total Points: 0						

5. Edit row or column names by clicking the down arrow next to the title and selecting **Edit**.
6. Create more rows or columns using the **Add Row** or **Add Column** buttons (top left of the **Rubric Detail** section and shown in the previous image).
7. Delete unwanted rows or columns by clicking the down arrow next to the title and selecting **Delete**.
8. Select the **Rubric Type**: No Points, Points, Point Range, Percent or Percent Range.
9. Enter points, point range, percent or percent range as applicable for each criterion / level.
10. Enter a definition for each level in each criterion. This definition will be used to determine the level attained by the student and will be visible to students, when they receive their final mark and feedback (or earlier depending on options selected by staff).  
Note: A spelling checker is available within this text area. Click the tool to the bottom right of each text area to activate. 
11. Reorder rows using the **Criteria** button. 
12. Reorder columns using the **Levels of Achievement** button. 
13. Click **Submit**.

### Copy a rubric

It is often quicker to take a copy of a rubric and modify it than to create a new rubric 'from scratch'.

1. Select **Control Panel >> Subject Tools >> Rubrics**.
2. Click the down pointing arrow next to the rubric title.
3. Select **Copy**.
4. A rubric called "*Copy of <original rubric name>*" appears.
5. Edit the copy as desired: Click the down pointing arrow next to the rubric title >> **Edit**.

### Export a rubric

Rubrics are attached to a subject/community, not to a person. If you create a rubric you wish to use in another subject you will need to export it from where it was created and import it into the subject where it will be used. Subsequent editing of the rubric will only affect the copy being edited.

1. Select **Control Panel >> Subject Tools >> Rubrics**.
2. Click the check box to the left of the rubric title.
3. Select **Export** (at top and bottom of the list of rubrics).
4. Select *Export Location* of **Local Computer** or **Content Collection**.
5. Click **Submit**.
6. Click **Download**. The rubric is downloaded as a .ZIP file with a name in the following format:  
*Rubric\_ExportFile\_[subject name]\_[random number].zip*.
7. Click **OK** to return to the list of rubrics.

### Import a rubric

Rubrics are attached to a subject/community, not to a person. If you create a rubric you wish to use in another subject you will need to export it from where it was created and import it into the subject where it will be used.

1. Select **Control Panel >> Subject Tools >> Rubrics**.
2. Click **Import Rubric**.
3. Browse to locate the rubric file: **My Computer** or **Content Collection**.
4. Click **Open**.






5. Click **Submit**. Import data will appear.
6. Click **OK**.

### Attach a rubric

A rubric may be attached when creating or editing an assignment or discussion board, or by editing a column in the Grade Centre. The examples below show creating the assignment, creating the discussion board, and editing a Grade Centre column.

Note: Once a rubric has been added and used for marking, the rubric may no longer be edited. However, the rubric may be copied and edited as needed.

1. Navigate to the position in the subject where the assignment is to be created.
2. Ensure *Edit Mode* is **ON**.
3. Select **Assessments >> Assignment**.
4. Enter name, instructions and add linked files as per usual.
5. Enter **Points Possible**.
6. At *Associated Rubrics* select **Add Rubric >> Select Rubric**  
Note: It is possible to *Create New Rubric* and *Create From Existing* (copy rubric) here also.
7. Click the check box next to the desired rubric.
8. Click **Submit**.  
Note: If you are using a points rubric, you will be prompted to set the rubrics maximum points as the Points Possible for the assignment.
9. The rubric is attached and appears with options for editing preferences.

Name	Type	Date Last Edited	Show Rubric to Students
   Essay	 Used for Grading	04/11/2014 8:07:04 AM	 No






10. Put your cursor on an icon to see options.  
One option you may wish to change is **Show Rubric to Students** (default No).  
Options include: Yes (with Rubric Scores), Yes (without Rubric Scores), After Grading and No.
11. Select **Availability**, **Due Date** and **Recipient** options.
12. Click **Submit**.

Note: To see all assignments using a particular rubric: Select **Control Panel >> Subject Tools >> Rubrics >>** down arrow next to title of rubric **>> View Associated Content**.

### Attach when editing a Grade Centre column

1. Select **Control Panel >> Grade Centre >> Full Grade Centre**.
2. Navigate to the column heading of the assignment or discussion board forum using the rubric.
3. Click the down pointing arrow in the column title.
4. Select **Edit Column Information**.
5. At *Associated Rubrics* (below Points Possible) select **Add Rubric >> Select Rubric**  
Notes: It is possible to *Create New Rubric* and *Create From Existing* (copy rubric) here also.
6. Click the check box next to the desired rubric.
7. Click **Submit**.  
Note: If you are using a points rubric, you will be prompted to set the rubrics maximum points as the Points Possible for the assignment.

8. The rubric is attached and appears with options for editing preferences.

Name	Type	Date Last Edited	Show Rubric to Students
   Essay	 Used for Grading	04/11/2014 8:07:04 AM	 No

9. Put your cursor on an icon to see options.

One option you may wish to change is **Show Rubric to Students** (default No).

Options include: Yes (with Rubric Scores), Yes (without Rubric Scores), After Grading and No.

10. Click **Submit**.

## Grade an assignment using rubrics

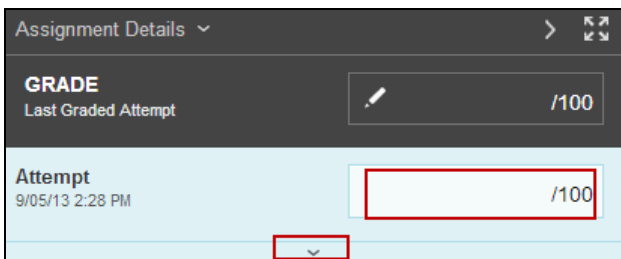
The rubric will be available to staff in a separate window when grading an assignment.

1. Select **Control Panel >> Grade Centre >> Needs Grading**.

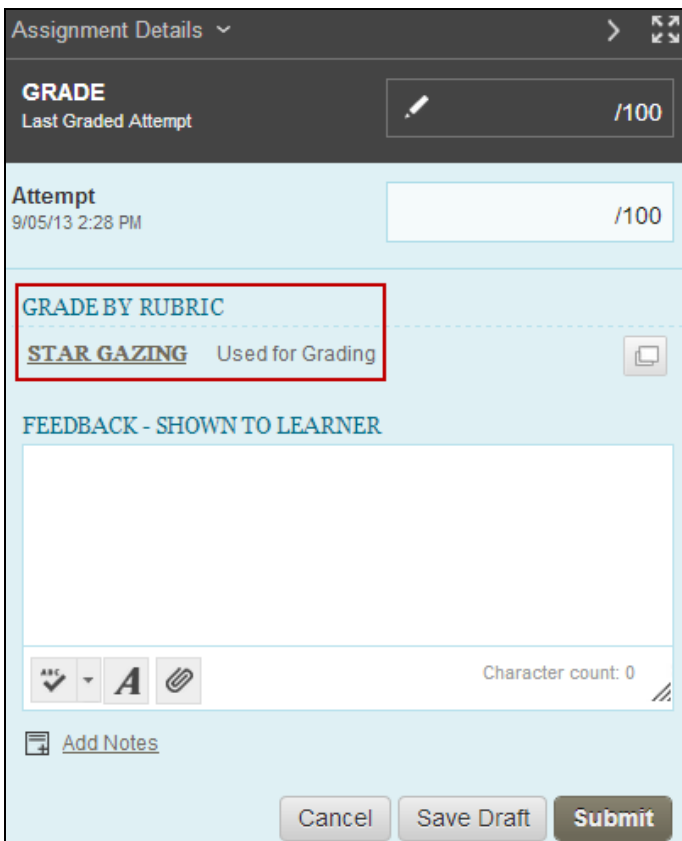
2. A list of submissions for all assessment that needs grading will appear.

3. Click the name of the student to be marked. The student's submission is displayed. If they have typed submission text as well as attaching a file you will need to click the file name to preview it.

4. Click the light blue Attempt area (as if to enter a grade) or the down pointing arrow for the attempt to display more options.



5. Click the title of the rubric to open.



6. The rubric appears and may be used for marking.

**GRADE BY RUBRIC**

**ESSAY** Used for Grading 📄

Show Descriptions  Show Feedback

---

**APPEARANCE** **5 (5%)**

Novice 0 (0%)–3 (3%) points

**Competent**  points

Proficient 7 (7%)–10 (10%) points

---

**ACCURACY** **63 (63%)**

Novice 0 (0%)–20 (20%) points

Competent 21 (21%)–35 (35%) points

**Proficient**  points

---

**INGENUITY** **4 (4%)**

**Novice**  points

Competent 6 (6%)–10 (10%) points

Proficient 11 (11%)–20 (20%) points

---

Raw Total: 72.00 (of 100.0)

Change the number of points out of 100.0 to:

7. Click **Show Descriptions** and **Show Feedback** for more options.

**ESSAY** Used for Grading 📄

Show Descriptions  Show Feedback

---

**APPEARANCE** **5 (5%)**

Novice 0 (0%)–3 (3%) points  
More work needed.

**Competent**  points  
You are progressing well.

Proficient 7 (7%)–10 (10%) points  
This is excellent work.

**ESSAY** Used for Grading 📄

Show Descriptions  Show Feedback

---

**APPEARANCE** **5 (5%)**

Novice 0 (0%)–3 (3%) points

**Competent**  points

Proficient 7 (7%)–10 (10%) points

Feedback:

abc

8. Click the associated button to select a level for each criterion. Enter feedback per criterion as desired.

9. Click **Save Rubric**.

If the rubric calculated a score, this score will be added to the assignment attempt.

10. Enter **Feedback to Learner** if desired.

11. Add **Notes** if desired (visible to teaching staff only).

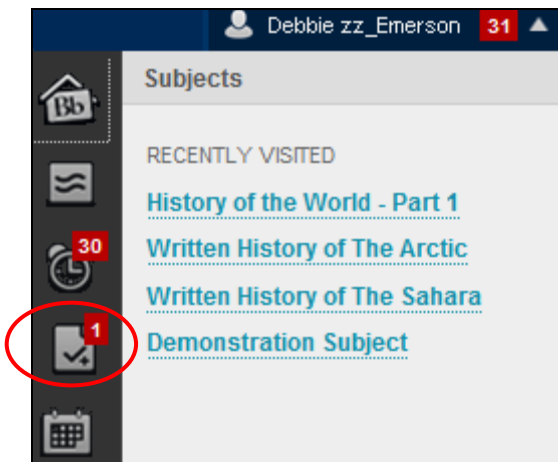
12. Click **Submit**.

13. If there are additional assignments that need marking, the next one is now displayed.

## What the students see

Students can see their mark is via the My Grades tool or by opening the assignment again. You can add My Grades as a link on your subject menu (see instructions on page 17).

My Grades also appears as an option for students on the notifications area of the LMS. They click their name on the top right of screen, then click the My Grades icon.



1. Open the **My Grades** tool from the *Subject Menu* (or via the notifications area if it does not appear within the subject).
2. All available grades for this subject will be listed. Students may need to scroll to see the assessment they are after. **View Rubric** appears if this option was selected by teaching staff.



3. Students may click the title of an assignment or discussion board to see more details in a view very similar to the staff view, but without edit options. In this view they may click the rubric icon (small grid in the light blue attempt area) to see rubric details.

Note: Rubrics do not always display correctly via mobile devices (attained levels may not display). Recommend students use a desktop computer for a complete display of their feedback.



## Have you created a terrific rubric and want to share it?

If you have created a rubric and would like to share it with the world (well, anyone using Blackboard 9.1 Service Pack 6 or greater) you can have it added to the Sharing Rubrics web page: <http://www.blackboard.com/Platforms/Learn/Products/Blackboard-Learn/Teaching-and-Learning/Feature-Showcase/Sharing-Rubrics.aspx>

## Grade Centre

Teaching staff are able to view grades for all students and assessment items but students can only see their individual grades for the assessment items which staff have selected to make available.

Some grades are automatically added to the Grade Centre from work generated in other areas of the LMS, such as tests, assignments, and discussion board threads. Student grades may also be manually added to or amended via the Grade Centre. Basic Grade Centre information pertinent to the topics covered in this workshop was covered during the relevant section, but some generic information is also included below.

### Enter a grade

While it is possible to enter a grade in the method described below, it is preferable to mark the assignment as described on page 6.

1. From the *Control Panel* select **Grade Centre >> Full Grade Centre**.
2. Identify the grade you wish to enter then click the appropriate cell in the spreadsheet.
3. Enter a new grade or edit an existing grade, then press **Enter**.

Note: The next cell becomes active. Another grade may be added while the grade in the previous cell is being saved.



### Delete a grade

1. From the *Control Panel* select **Grade Centre >> Full Grade Centre**.
2. Identify the grade you wish to delete then click the cell in the spreadsheet.
3. Press **Delete** or **Backspace** on the keyboard.
4. Press **Enter**.
5. You will be prompted to select options for overriding the grade.  
If you attempt to delete a grade for a submitted assignment, you will be prompted to either reset the assignment back to **Needs Grading** (inline grading will be lost), or **Delete** the student submission.
6. Click **Submit**.

### Which Grade Centre columns are visible to my students?

If you are unsure if a grade centre column is visible to students, you can do this quick check.

1. From the *Control Panel* select **Grade Centre >> Full Grade Centre**.
2. Navigate to the column that you want to check.
3. When a column is hidden from students it will display a red and grey icon to the left of the column name. In the example below the **Essay week...** column is not visible to students via My Grades, while the **Talk for points** column is visible to students.

 Essay week	 Talk for points
35.06	10.00
--	--

4. To change the visibility of a column, click the down pointing arrow to the right of the column name.
5. Select **Show/Hide to Users**.

Notes: If you have also hidden the grade centre column from staff, you will need to unhide this from staff before you will be able to tell if it is also hidden from students: Control Panel >> Manage >> Column Organisation >> Click the check box to the left of the hidden column >> Show/Hide from the bottom of the list.

If you have a Group Assignment and want to **hide** this column from students, be warned! Group assignments are accessible by students by another method, directly through the assignment submission area. Simply hiding the column in the grade centre is not enough to prevent students from seeing marks and feedback. Use Adaptive Release to hide group assignments and prevent access by students.

### Add My Grades to the subject menu

1. Ensure *Edit Mode* is **ON**.
2. From the plus sign at the top left of the subject menu select **Tool Link**.
3. Enter a name for the link e.g. My Grades, or Results.
4. From *Type* select **My Grades**.
5. Click **Available to Users**.
6. Click **Submit**.

Note: Students are only able to see their own grades; they do not have access to other students' grades.

Please report any errors or omissions in this guide to  
[lms-guides@lists.unimelb.edu.au](mailto:lms-guides@lists.unimelb.edu.au)

The University of Melbourne has used its best endeavours to ensure that material contained in this publication was correct at the time of printing. The University gives no warranty and accepts no responsibility for the accuracy or completeness of information and the University reserves the right to make changes without notice at any time in its absolute discretion. Users of this publication are advised to reconcile the accuracy and currency of the information provided with the relevant department of the University before acting upon or in consideration of the information. Copyright in this publication is owned by the University and no part of it may be reproduced without the permission of the University