



Online Exams Grade your Exam and Check the Correction

Created by



Grading Your Exam

1- Under Your Course Management , Click on Grade Center, then Click On Need Grading



2- From the display list Click on the first anonymous student under USER ATTEMP, then start your correction.

USER ATTEMPT Anonymous Student (Attempt ID: 22284) Anonymous Student (Attempt ID: 22298) Anonymous Student (Attempt ID: 22322) Anonymous Student (Attempt ID: 22323)

3- When grading assignments, Blackboard displays some file types directly on the page without having to download the file and allows you to write comments directly on the assignment.



To make a comment, click the text bubble (shown in the example below). You will see a message that says "Click anywhere to add a comment to the document." So click the spot where you want to post a comment. A box will pop up. Type your comment in that box and then click the Post button.

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Kubi directions			
Log into the OTO1 iPad first (it is the one that the sessions were created on – the host)			

To highlight and comment text, select the text by clicking and dragging your cursor over the text. Click the text bubble listed beside the highlighter icon to add a comment to the highlighted text. (If you only click the highlighter icon, the text will be highlighted without comments. This could be confusing for students.) After typing your comment, be sure to click the Post button.

NOTE: The highlighting with comment tool only works with SOME files types like PDF, Word or PowerPoint. It won't work on an image file, so you won't see the highlight option available in files that this feature isn't supported.

Box will allow more file types to display directly on the page, but there are still some file types that you won't be able to make comments on. For image files, Box will let you make comments in a pop up box but you can't use the highlighter tool since it is an image not text. Other file types like Excel, html and



video can only be viewed but you can't add inline comments or highlight the text.

Instead of comments being displayed on the right side of the displayed document, the comments will show in pop up boxes as the

students point at the comment icon or highlighted text. You should just be able to hover your mouse over the icon or highlighted text to see the comment box pop up. If the box doesn't open, **click** the icon or highlighted text.

Here is what both the students and faculty see when they open an assignment that has comments included. You just need to hover over a text bubble icon or highlighted text to see the comment pop up. You may have to actually click on the icon or highlighted text sometimes to get the comment box to open.

box	Hover over	Hover over	ē	<u>+</u>	Assignment Details 🗸	> 53
	text to see the	this icon and a comment box			GRADE LAST GRADED ATTEMPT	4.00 /5
	comment box.	will pop up.			ATTEMPT 12/8/17 1:09 PM	4.00 /5
	Grouping Courses by Term 1. Log into Blackboard. The first page you will: List.	see is the My Classes page which contains your Cours			SUBMISSION	¥
	 In the top-right corner of the Course List no display, until you hover your mouse over th 	soule, a tiny gear-snaped icon is nidden. The icon won is area, click on it.	t		COMMENTS	-
	Course List	(2		Feedback to Learner 12/8/17 1:16 PM	
	Course List		÷¢+		Nice job	
	3. The only area you need to adjust here is the	Terms area. Make sure all of the boxes in this area ar				

Important Notes:

- 1. If the student's assignment does not immediately appear and you see a download button instead, refresh your browser page to make it display. Or you can leave that assignment and re-enter it, then it will display. This refresh only needs to be done once per assignment/session. This is scheduled to be fixed soon.
- 2. Note that your grading session will expire after one hour of inactivity. So if you start grading and then don't click Submit before an hour passes, some of your comments will be lost.
- 3. You can delete a post you made by hovering your cursor over the comment. Then click the Trash icon in the top right corner of the comment box.
- 4. If you want, you can add additional comments in a box that displays below your first comments after you post it.
- 5. You can download or print a copy of the assignment using the icons at the top,



but the comments you make directly on the assignment will not be included. (This is the same for students.)

 Once you start grading you exam submission and entering the Score for the Student then Click Submit the system will move directly to the next student or you could use the arrows to move between the students

"DON'T Forget to click on SUBMIT to save the Score"

Viewing 1 of 13 gradable items

Anonymous Student (Attempt ID: 22245)

7. Insert your Score and write your feedback ,and you could upload your correction sheet by click

on the small pin icon	"Insert File"
ATTEMPT 5/12/20 10:55 AM	/20
Feedback to Learner	
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Check your correction after finish grading

To check your correction after finish grading your exam, or to edit your correction, do the following:

1- Go to the Grade Center then go to the column that carry your exam Name , then click on the chevron Beside your exam Name





3- Insert your Score and write your feedback ,and you could upload your correction sheet by click



4- DON'T Forget to click on SUBMIT to save the Score

ATTEMPT 5/12/20 11:14 AM	10.50 /20
Feedback to Learner	
exam 1.pdf	A
	-
@ 🏹 · A	Å
Add Notes	
Cano	cel Save Draft Submit