Grading Assignments

Assignments that have been submitted by students and need grading can be accessed from the **Needs Grading** page or the **Full Grade Center**. Login to the Bb Learn system and go to your course.

1. Locate the **Course Management Control Panel** under the left hand menu and click on **Grade Center** to open the drop down menu
2. **Option 1**: To access the **Needs Grading** page
   a. Click on **Needs Grading**.
   b. To filter and sort attempts, use the **Filter** drop-down lists to grade by **Category**, **Item**, **User**, and **Date Submitted**. Click **Go**. The filtered items appear on the **Needs Grading** page.
   c. Click *any* column heading to sort the assignments.
   d. Click **Grade All** on the **Action Bar** to begin grading the assignment attempts.
   e. The filtered assignment attempts appear on the **Grade Assignment** page in the order they were sorted and filtered on the **Needs Grading** page.

   Option 2: To access the **Full Grade Center**
   f. Click on **Full Grade Center**.
      To grade a single assignment attempt
   g. Locate the column for the Student's assignment containing an **exclamation mark**.
   h. Move the mouse over the cell containing an **exclamation mark** to see the **action link**. Click the **action link** and click **Attempt**. The **Grade Assignment** page appears.
   i. Enter a **Grade** for the assignment. If a gradable rubric has been created for the assignment, click **View Rubric** to use the rubric for grading. You will also have the option to type comments in the **Feedback to User** box and attach a file or type comments in the **Instructor Notes** box (this text is not seen by Students).
   j. Click **Save and Exit** to return to the **Full Grade Center** or the **Needs Grading** page depending on where grading began.