

Grading Group Assignments

1. Login to the Bb Learn system and go to your course.
2. Locate the **Course Management Control Panel** under the left hand menu and click on **Grade Center** to open the drop down menu.
3. **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.