Grade Center: Entering Grades and New Inline Grading

When a student submits a paper through the **ASSIGNMENT** Tool, the paper is automatically downloaded into the **GRADE CENTER**. You will see an exclamation point next to the **ASSIGNMENT** indicating that it needs to be graded.

To grade the paper:

Step 1: Open the FULL GRADE CENTER

Notice the exclamation point for Submit Course:

Last Name	First Name 💿	Username 💿	Student ID	Last Access	Availability 💿	Submit Course 💿
Sacco_PreviewUser	Christine	christinesacco_prev		December 14, 2017	Available	•

Step 2: Click on the down arrow next to the assignment and click on ATTEMPT:

0
View Grade Details
Exempt Grade
Attempt 10/30/14

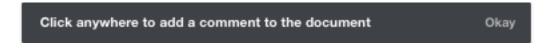
At this point, the document will open up in the **GRADE CENTER** and you can annotate and add the grade here.

Step 3: The new Box interface is below. You will see the new Logo and Icons for Adding Comments, Printing, and Downloading the Assignment.

Christine Sacco_Pre	Viewi viewUser (Attempt 1 of 1)	ng 1 of 1 gradable iter	ns	3	Pri	int
			Assignment Instructions ~			,
box					Q (• ±
New box Logo		<u>PSY 280</u>	0 Course Outline, Schedule, and Rea	ding Assignments	Add Comme	
	Date	Fopics	Learning Objectives	Readings/Assignments		Downlo
	July 8 I	Introduction Research Methods	Describe the course structure and hybrid format summarize the key principles of Social Psychology Explain research methods used in the field of Social Psychology	Chapter 1 – Introducing Social Psychology		
	July 15	Social Thinking The Self Narcissism	Explain how we perceive, judge, and explain our social worlds Recognize errors and biases in human thinking and decision-making Describe how our expectations of our social worlds matter Define the nature of the "self" Explain self-serving biases Describe self-presentation	Chapter 2 – The Self in a Social World Chapter 3 – Social Beliefs and Judgements Chapter 14 – pp. 521-528 Chapter 16 – pp. 597-610 Discussion Board Practice Quiz 1		
	July 22	Attitudes Attitude Change and Persuasion	 Describe the nature and formation of attitudes Explain how attitudes affect behavior Show how the theories and methods of attitude change and persuasion 	QUIZ I Assignment 1 Chapter 4 – Behavior & Attitudes Chapter 7 – Persuasion		

Grade Center: New Inline Grading • <u>BlackboardHelp@curry.edu</u> • 617-333-2911

Step 4: To add a Comment, click on the Comment Icon and you will see a message:



Step 5: Click **Okay** and click in the Document. You will see a box open up to add your comment. This example says "Explain more." Then, click **Post**.

Chapter 1 – Introducing Soci
=
<u> </u>
re
Cancel Post

You will then see the Comment Icon within the document (instead of opening up a panel on the right hand side of your screen which is how annotations displayed in the previous version).



Students will need to click on that icon to see your comment.

Step 6: To highlight, begin by highlighting the text you would like to comment on and you will see a comment box appear:

Chapter 2 - The Self in a Social World
Chapter 3 – Social Beliefs and Ju
Chapter 14 - pp. 521-528

Click on the Comment icon and add your comment. This says "Nice job" Then, click **Post**.

Note: To Delete a comment, click on the Trash Can in the upper right hand corner of the comment box.

Chapter 2 - The Se	elf in a Social World	
Chapter 3 - Socia		
Chapter 14 - pp.	CS Christine Sacco 12/14/2017, 3:05 PM	U
Chapter 16 - pp.	Nice job	Delete
Discussion Board	Nice job	
Practice Quiz 1	Post a reply	
QUIZ I		
Assignment 1	Cancel	Post
Chapter 4 – Beha		

Step 7: After you have added your comments you can add overall feedback by clicking on the down arrow:

Assignment Details ~			> кл
GRADE LAST GRADED ATTEMPT		/ •	0 /100
ATTEMPT 5/11/17 8:47 AM	_		/100
SUBMISSION	Ľ		¥

Then the final step is to enter the grades in the attempt box

Assignment Details ~		> 🕅		
GRADE LAST GRADED ATTEMPT		/ •	0 /100	
ATTEMPT 5/11/17 8:47 AM		C	95 /100	
FEEDBACK TO LEARNER				
@ 🐨 · A			h.	
Add Notes				
С	Cancel	Save Draft	Submit	

When the student goes to MyGrades, they will see your annotations, feedback, and grade.