Grade Center: Entering Grades and Inline Grading

You can enter grades in the GRADE CENTER in the following ways:

- Manually enter grades into the GRADE CENTER.
- Manually enter grades using INLINE GRADING.
- Automatically have grades entered by setting up TESTS or SURVEYS that self-correct.

Manually Enter Grades

**Option 1** - Manually enter grades in the GRADE CENTER:

**Step 1:** Click on GRADE CENTER

**Step 2:** Click on FULL GRADE CENTER

**Step 3:** Click in the cell where you would like to add the grade – Participation

**Step 4:** Type in the grade – 95 <Enter>

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**Option 2** - Manually enter grades for Assignments using the INLINE GRADING feature:

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 points for Assignment 1 and Assignment 2.
Step 2: Click on the down arrow next to the assignment and click on ATTEMPT:

![Image of Grade Center]

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

Step 3: Use the comment, draw, highlight, text, or strikeout features to add your annotations to the document.

![Image of Blackboard with comment and draw tools]

Step 4: Add your annotations, include **FEEDBACK TO LEARNER**, type in the **GRADE** and click **SUBMIT**.

![Image of Blackboard with grade annotation and feedback]

When the student goes to MyGrades, they will see your annotations, feedback, and grade.
Step 5: If you opted to use Blackboard’s plagiarism tool, SafeAssign, when you created an assignment, you can also view the report from within the Grade Center. Click on ATTEMPT.

Click on the arrow next to SafeAssign on the right side of the screen and then click on View Originality Report.

Option 3 - Automatically have grades entered by setting up TESTS or SURVEYS that self-correct:

If you create a TEST or SURVEY in Blackboard, the grade is automatically calculated once the student finishes the Test or Survey, and the grade is entered into the Grade Center.

Calculate Grades

The Blackboard Grade Center does all your calculations for you, including weighting your grades if that’s what you’ve chosen. When you select CALCULATE AS RUNNING TOTAL, the student can see their grades as they progress through the semester, as well as after they complete the course.
Example:

You can either explain to the student what weighted total means or change the name to Grade.

This student sees her individual grades and the calculated grade for all her work is 87.80%.