Grading Student Work – Transcript

In this video, we will review the key functions and navigation elements of the Blackboard Ultra Course View grading interface and several common examples of grading workflows. It would not be wise to try to capture all of the complexities of the grade book in a single video, as there are many types of assessments with settings and features specific to those assessments and Gradebook features for special situations and needs. These options and features are covered in additional support materials that accompany this video. You can always reach out to us if you need help with a particular feature or grading-related need that you have.

We'll start with a sample course in Blackboard Ultra Course View using the CITL template. This course has five students and four sample assessments: two quizzes, a writing assignments, and graded discussion as part of the first two modules of the course.

Let's take a look at the gradebook. There are several ways to view and interact with assessments, student work in student grades and the Ultra Course View Gradebook, and several entry points to the grading workflow. The Gradable Items List View is the default view, which displays gradable items in the course, along with information including assessment due dates and information about whether there are assessments that need grading or posting. In this view, several options are available using the three dot menu, including editing the assignment and assignments settings, question analysis, downloading the assignment results, and an option to delete the assignment altogether. Hovering to the left of the three dots reveals the reorder button, allowing you to use drag-and-drop to reorder the gradable items if you want to. While most often gradable items are created by creating assignments, tests, and other kinds of graded work in the course content area, this view also provides you the ability to add other gradable items to the gradebook by hovering and clicking the plus button, including manually graded items, calculated items, and attendance.

Let's take a look at the assignments in the course. The first assignment listed in the course gradebook is a quiz. This is a multiple-choice quiz that was graded automatically by Blackboard. I can see that all five students have completed it. The Grading Status here, complete, indicates that grades are calculated and posted, which happens automatically for multiple choice quizzes as long as there aren't any subjective questions included. One way to view grades in this assignment is to click the assignment row. This opens the submission window where I can view the student's status, grade status, and grade for each of the students. I can also click on any submission to get more details – in this case, the student's responses to quiz questions and questions scoring. In the grade interface, I can view the student's submission, make adjustments, and/or provide feedback if desired. And clicking the next name or arrow at the top, right or left will advance to the next or previous student's submission. This basic grade navigation and workflow is consistent however you initiate grading. Let's go back to the gradebook.

You'll notice that we have three other assessments, each indicating there are submissions to grade. Four of five students have submitted their Module 1 reading reflection assignment. Four of five students have participated in the graded Module 2 discussion, and all five have completed the Module 2 quiz. Note that the Module 2 quiz requires grading. This is because it consists of four multiple choice questions graded automatically and one open-ended question that needs to be graded by the instructor. Let's stay here in the gradable items list view and look at what the grading workflow looks like for grading the Module 1 reading reflection assignment. I'll click the assignment row, which opens the submissions

window. Note that I have some tools at the top to help search and filter, including searching for a single student, and filtering by Student Status and Grading Status. This is helpful when grading large numbers of assignments or selecting only assignments that have submissions or need grading or posting.

From this view, I can also download all assignments for viewing outside of Blackboard using these three dots. I can also add or edit individual student assignment exceptions here. It's possible to directly enter points and the grade column without viewing the assignment, creating an Override Grade. Doing that would keep the submission in Needs Grading Status, but would populate a grade to the gradebook.

Let's click the first person submission row to begin grading. The grading interface is similar to the interface we saw with the quiz, but now we can see the student's document submission rather than the quiz questions on the left. The assignment instructions that I created are also available here. The right-hand panel includes an area for me to provide a point value, overall feedback to the student, and access to the assignment rubric, if I've created and attached one. In the student's submission area, you can use the Blackboard Annotate features to review and provide inline grading directly on a student's submission. Since this assignment has a grading rubric, I'll click the rubric button to open the rubric and score accordingly. When using a rubric, the student's score is calculated automatically, though you still have the ability to override it. Clicking this back arrow brings back the overall feedback field where I can provide some overall feedback if I'd like. This feedback window also provides options for basic text formatting along with the ability to add documents, special objects, and links. You can even record video feedback responses for your students. Once finished, click Save, and then navigate to the next student by clicking the next name or arrow in the upper right-hand corner, or close the window to return to the submission page to continue grading later. Before I leave this page, notice also that I have a count in the upper right-hand corner indicating how many submissions are left to grade. Now that I have graded one submission in the assignment, when I return to the gradable items page in the gradebook, notice that I have one grade to post. Grades in the Blackboard Ultra Course View gradebook must be posted for students to be able to view them in their own gradebook. I can post this grade now or wait until I've created all of the submissions for this assignment and post everyone's results at the same time. There is also an option when creating each assignment to auto-post grades as soon as assignments are graded. Let's go ahead and post the results for this one assignment now.

We have two more graded items to look at, and we're gonna look at those using the grid view. But before we leave List View, let's look at the student panel.

This panel displays an overview of the students in the course, including their last access and their overall grade. From here, you can use the three dot menu to add course-wide accommodations for individual students or message them directly. You can also click the student's row to review all of that student's work and even grade the student's work from this interface if desired. The other primary view in the gradebook is the Grid View. In some ways, the Grid View combines elements of the gradable Items view and the student panel displaying students and gradable items in a grid. Notice that we have similar tools at the top, including the ability to search the gradebook – in this case, for students or gradebook items, a comprehensive filter option for filtering students and groups, and gradable items and items and grade categories. There are also some tools at the top right for searching the gradebook by submission, receipt number, downloading and uploading grades for offline grading, and for accessing the gradebook settings.

In addition to providing a nice combined view in a grid, we can also use this view to initiate the grading workflow. Notice the Grade Now links along with the New Submission indicators in the grid. From this

view, we can see that the Module 1 quiz grading is completed with scores posted. You can see the writing assignment we already graded and posted and the rest of the items that need grading. Notice that William Faulkner has not submitted anything for the module on reading questions assignment, and has also not participated in the discussion because there's no submission to view. I could use this interface to simply mark a zero in that cell of the grid if the submission due date has passed. Depending on my course policies, I may also leave the cell ungraded while awaiting the student's submission, entering a zero later as appropriate, if he does not complete the assignment. We can remove the grade by clicking on the grid and using the Delete or Backspace key.

Let's initiate the grading workflow for the Module 2 discussion from this grid view. I can simply click on the Grade Now link on any student. I'll start with Willa and click View to view her submission. The discussion submission window is designed to provide the instructor with as much information as possible to enable grading. The student's discussion activity is summarized and presented in the left panel. You see the dates she was active in the discussion, the number of responses and replies, along with the actual text of her contributions, including the post to which she replied. If desired, I could respond directly to any of her contributions here in this submission's grading workflow. Only the student will see this feedback. I can also view the discussion analysis, a panel that displays key analytics about the discussion and the student's contribution. In this sample case, that discussion is too small for the analytic tool to draw good conclusions. Once I have reviewed the student's contributions, I can assign a grade for the discussion assignment, including using a rubric if there is one. In this case, we do have a discussion rubric, so I'll use that to score the submission. Note that I can provide additional criterion specific feedback here if I like. Once I complete the rubric, that grade is updated automatically. Closing the rubric window, I also now have access to the overall feedback area where I can provide additional feedback as appropriate.

Now that I have finished providing feedback for this first student, if I want to continue grading the Module 2 discussion, I can advance to the next student by clicking the name or arrow in the upper right-hand corner. For now, let's go back to the gradebook. You can now see the grade for the first student's discussion in Module 2. Notice that while it's graded, it is not yet posted. Let's post it so the student will see it in their Grade Center.

As one more demonstration, let's look at a particular assignment for a particular student. I am interested that William has missed two assignments, yet has submitted the Module 2 quiz. The Module 2 quiz is mostly multiple choice, but has an open-ended item that requires the instructor to read and grade. I'll click the Grade Now link and View to start grading this assignment. I can now view his responses for the auto-graded multiple-choice items and then scroll down to the open-ended item. This item is worth two points. I can assign points based on my evaluation of his response and then provide additional feedback in the feedback window if desired.

Since I started at the end of my list of students, the navigation at the top of the window allows me to navigate to the Module 2 quiz submissions of students earlier in the list by clicking the name or arrow on the left. Or I can close the window to return to the grid view of the gradebook. Notice that my quiz is set to auto-post. That grade has already posted as soon as I finished grading it.

This was a brief demonstration of some of the most common grading views and workflows. As I mentioned earlier, there are many additional special features and assessments, specific functions that are covered in the resources accompanying this video. Please feel free to reach out to us at

citl@niu.edu if you need help with a particular Gradebook feature or grading-related need that you have.