



Blackboard Faculty FAQs

Topic: Blackboard Grade Center View Results	
Question: How do I view a student submission using Assignment Manager? For submissions WITH attached files	Question: How do I view a student using Assignment Manager? For submissions WITHOUT attached files
Answer: <ol style="list-style-type: none">1. In the Grade Center, click inside the cell with the (!) icon (! indicates grading needed) <i>Note: DO NOT enter the grade directly in the cell.</i>2. Click on the down arrows to the right of the active cell (Action Link)3. Select Grade Details from the drop-down menu <i>Note: DO NOT enter the grade in the Override area!</i>4. Scroll down and select View Attempt to access student's submitted file/s.5. Retrieve the file/s; and Enter a Grade in the box6. Select options to Enter in Comments to provide feedback; Attach files to send to a student; or Add Instructor notes only viewed by the instructors7. When finished, click Submit; scroll down, click OK	Answer: <ol style="list-style-type: none">1. In the Grade Center, click inside the cell of the column for the student. The cell will have a dash (-). <i>Note: DO NOT enter the grade directly in the cell.</i>2. Click on the down arrows to the right of the active cell (Action Link)3. Select Grade Details from the drop-down menu,.4. Scroll down and Select Modify Attempt.5. In the highlighted area, Enter a Grade Value in the box.6. Select options to enter in Feedback for User, or Grading Notes only viewed by the instructor.7. When finished, Click Save. Scroll down. Click OK.