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Blackboard Faculty FAQs

Topic: Blackboard Grade Center View Results

<p>Question: How do I view a Safe Assign Report?</p>	<p>Question: How do I view a student's online exam?</p>
<p>Answer:</p> <ol style="list-style-type: none">1. In the Grade Center, click inside the cell with the (!) icon (! indicates grading needed) <p><i>Note: only student submissions set-up using Safe Assign can be viewed in the Grade Center.</i></p> <ol style="list-style-type: none">2. Click on the down arrows to the right of the active cell (Action Link)3. Select Grade Details from the drop-down menu4. Scroll down and select View Attempt. <p><i>Note: the student's submitted file and SafeAssign report are in view.</i></p> <ol style="list-style-type: none">5. Click on the Safe Assign Report green check icon to view the report. Close the report.6. In the box, enter in a grade for the submitted safe assignment.7. Click Submit. Click OK.	<p>Answer:</p> <ol style="list-style-type: none">1. In the Grade Center, click inside the cell that matches the exam column and student's name. <p><i>Note: a score is recorded in the cell for completed exams set-up with specific question types. Exams with question types e.g., essay require further viewing.</i></p> <ol style="list-style-type: none">2. Click on the down arrows to the right of the cell (Action Link) to view a student's exam.3. Select Grade Details from the drop-down box4. Scroll down and select View Attempt to the right.5. Review questions that require manual scoring; enter in the points for each question in the box to the right. <p><i>Note: Scroll up to the top of the page for an option to add Comments. Select Modify Feedback and enter in comments. Click Submit.</i></p> <ol style="list-style-type: none">6. Scroll down and click Submit. Scroll to review the Attempts and Grade History. Click OK.
<p>Question: How do I view and download survey results?</p>	
<p>Answer:</p> <ol style="list-style-type: none">1. In the Grade Center, go to the survey name; click the down arrows to the right. (Action Link).2. To view survey results; select Attempt Statistics in the pop-up box. Scroll down to view the data. (You can also Print). Click OK. <p>To Download survey results:</p> <ol style="list-style-type: none">3. Click on the down arrows in the survey column and select Download Results.4. Check Tab (.xls) for the Delimiter Type; scroll down to select the option for the format of results, e.g., By User5. Select the option for Attempts to Download e.g., Only valid user attempts6. Select Download Results; save the Excel file (.xls) on your computer; click Close.7. Open the file just saved; format the data; Print when ready.	

For Further Support Please Contact

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