

Alternative Grading Options: Grading Without File Submission

Introduction

There are several types of assignment that cannot be submitted electronically. For example :

- a live, unrecorded oral presentation
- a live, unrecorded performance
- artwork

For these assessment types, in order to adhere to [Faculty Assessment policy](#), feedback must still be delivered online. There are two options for doing this :

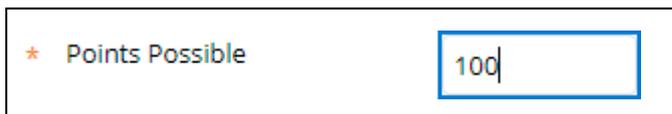
Option 1 : [Deliver Feedback via Blackboard Grade Centre](#)

Option 2 : [Deliver Feedback via Turnitin Feedback Studio \(Grading without Submission\)](#)

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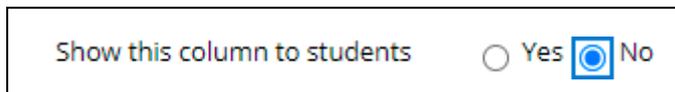
Option 1 : Deliver Feedback via Blackboard Grade Centre

1. In your Blackboard course, from the left hand menu go to 'Grade Centre' and select 'Full Grade Centre'
2. Click '**Create Column**'
3. Name the column appropriately to reflect the assignment title
4. Indicate how many points are possible



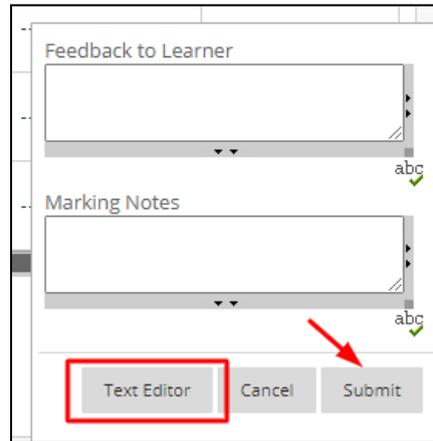
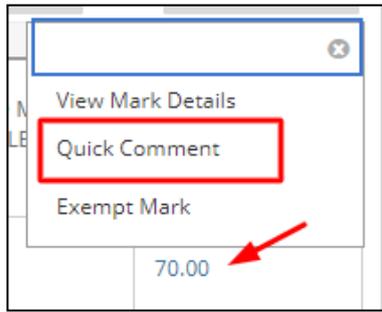
A screenshot of a Blackboard interface showing a form field for 'Points Possible'. The text '* Points Possible' is on the left, and a text input box on the right contains the number '100'.

5. Add an assessment rubric if desired (to create a rubric in Blackboard, see [this guide](#))
6. Select to **hide from students**, and click **Submit**.

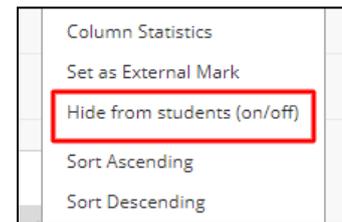


A screenshot of a Blackboard interface showing a form field for 'Show this column to students'. The text 'Show this column to students' is on the left, followed by two radio buttons: 'Yes' (unselected) and 'No' (selected).

7. Once a grade has been entered, the option to add a 'Quick Comment' will become visible. Select this option to deliver feedback comments. Use the text editor if text formatting is required.



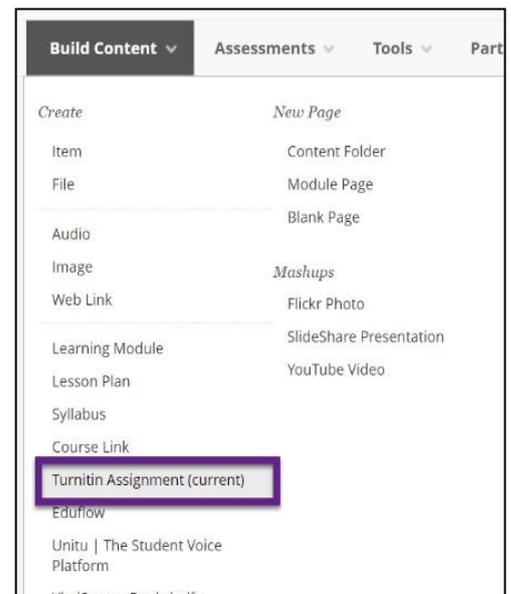
8. Click **'Submit'**
9. To make the grades and feedback visible to students, the 'Hide from Students' option can be turned **OFF**



10. Students can view the feedback comments, including the assessment rubric if one has been used, via the **My Marks** link in the left-hand menu of their course.

Option 2 : Deliver Feedback via Turnitin Feedback Studio (Grading without Submission)

1. Firstly, set up a **new** assignment within the Assessment area of your Bb course.
2. Alternatively, you may like to create a new content area in the course menu for this new assignment (by clicking on the '+' icon at the top left of your screen in Blackboard and selecting 'Content Area').
3. Within the content area you choose, select **Turnitin Assignment (current)** from the Build Content tab.



4. Name the assignment as appropriate and specify the following :

- the **feedback release date** for the assignment

A screenshot of the assignment settings interface. It shows three date fields: 'Start Date' (2021-11-02 11:30 GMT), 'Due Date' (2021-11-09 11:30 GMT), and 'Feedback Release Date' (2021-11-16 11:30 GMT). The 'Feedback Release Date' field is highlighted with a purple rectangular box.

- leave enable **anonymous marking unchecked**. It is not required - as there is no file submission if anonymous marking was enabled, you would not know who you are giving the feedback to.

A screenshot of a checkbox labeled 'Enable anonymous marking' with a question mark icon to its right. The checkbox is currently unchecked.

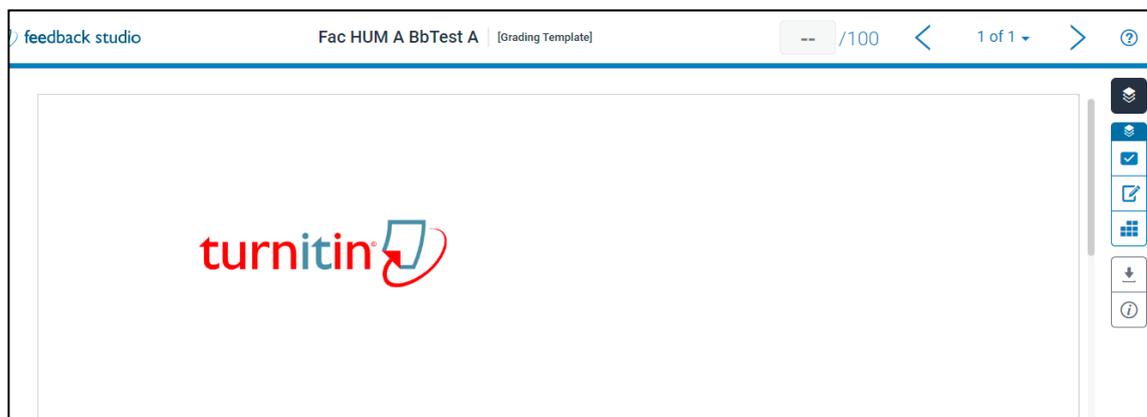
- When you are ready to start marking, to access the assignment inbox, go to the assessment area / appropriate content area and click the assignment submission web link.
- The Assignment inbox will display the student names and against each student name there will be a **grey pencil icon in the Grade column**.
- Click the grey pencil. A **Grading without submission** prompt will be displayed. This notifies the instructor that grading without a submission acts as a student submission to this assignment. The student will not be able to submit to the assignment unless resubmissions are enabled in the assignment settings.

A screenshot of the 'Assignment Inbox' interface. It shows a table with columns: Author, Paper Title, Paper ID, Uploaded, Viewed, Grade, Similarity, Flags, and Options. The 'Grade' column for the first row (Fac HUM B BbTest B) contains a grey pencil icon, which is highlighted by a purple arrow.

A screenshot of a dialog box titled 'Grading without a submission'. The text inside reads: 'Clicking on the gray pen for a student who hasn't submitted a file creates a grading template, which will allow you to give the student GradeMark feedback for the assignment. A grading template takes the place of a submission and will prevent the student from submitting to assignments where resubmission is not allowed. Are you sure you want to grade without a submission?'. At the bottom, there are 'Cancel' and 'Confirm' buttons.

Author	Paper Title	Paper ID	Uploaded	Viewed	Grade	Similarity	Flags	Options
Fac HUM B BbTest B	(Grading Template)	161813561	Nov 2nd 2021, 11:52 AM GMT			--	--	...

8. Clicking **Confirm** creates a **grading template** for this student.
9. **[Grading Template]** is listed in the **Title** column for each student who is graded without a submission. Click on the blue pencil icon to open the grading template in Feedback Studio. The grading template is a blank page in the Document.



Notes

- Students will receive feedback added to a grading template on the assignment's feedback release date (the same way they do for standard submissions).
- A grading template will take the place of a submission. If the assignment is set to not allow resubmissions, the student will not be able to submit to the assignment if a grading template is created for them.
- If the assignment is set to allow resubmissions, a student's submission will replace the grading template and remove all the grading (just as a resubmission would for a standard submission).
- Grading templates cannot be used to replace existing submissions. If the student has already submitted an assignment, the instructor will need to delete the submission before the grading template option will become available for that student.