

Marking Blackboard Assignment Submissions: How to Access Submissions and Deliver Feedback

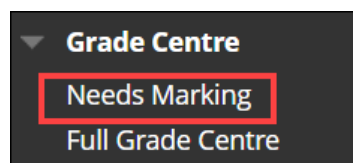
How to Access Blackboard Assignment Submissions	1
With Anonymous Marking Turned ON (Enabled)	1
With Anonymous Marking Turned OFF (Not Enabled).....	2
Mark and Deliver Feedback on a Blackboard Assignment.....	4

How to Access Blackboard Assignment Submissions

With Anonymous Marking Turned ON (Enabled)

[More information on anonymous marking can be found in this guide.](#)

When **Anonymous Marking is enabled**, the students' submissions should be **accessed via the Needs Marking** link.



Submissions that need to be marked will be displayed.

1. To mark and provide feedback, **click on the User Attempt link** to open the submission.

Needs Marking

View all items ready for marking or review the Needs Marking page. Click Mark All to begin marking and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)

Mark All

Filter

Category

Item

User

Date Submitted

All Categories

All Items

All Users

Any Date

Go

Enter dates as dd/mm/yyyy

☐ Show attempts that don't contribute to user's mark

1 total items to mark.

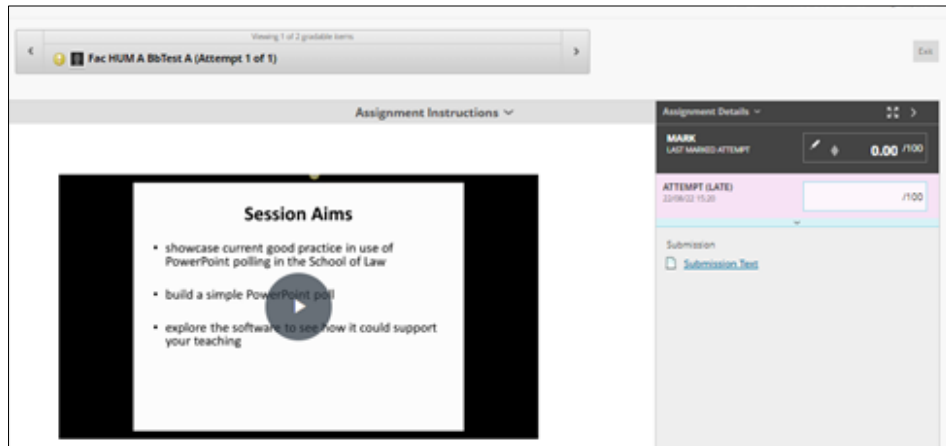
CATEGORY	ITEM NAME	USER ATTEMPT	DATE SUBMITTED	DUE DATE
Assignment	Assignment B - Individual Submission		15 February 2023 11:30:24 LATE	30 January 2023

Displaying 1 to 1 of 1 items

Show All

Edit Paging...

- The submission will be displayed on the left. Videos, slides, or pages can be viewed while typing feedback comments in the panel on the right of the screen.



With Anonymous Marking Turned OFF (Not Enabled)

When **Anonymous Marking** is *not enabled*, the students' submissions can be accessed via the **full Grade Centre column**.

Click **Full Grade Centre** and navigate to the **relevant column**.

N.B. Submissions that need to be marked will be displayed as an exclamation mark.

Grade Centre : Full Grade Centre

The Full Grade Centre displays all columns and rows in the Grade Centre and is the default view of the Grade Centre. [More Help](#)

Create Column Create Calculated Column Manage Reports Work Offline

Move To Top Email

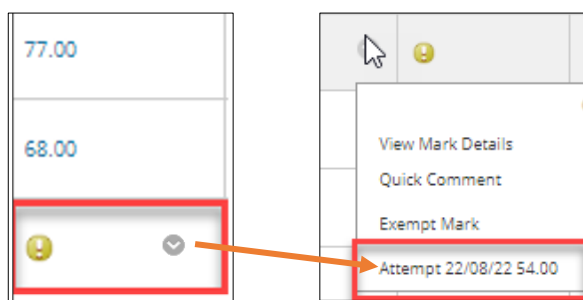
Sort Columns By: Layout Position

	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY	ASSIGNMENT EXAMPLE	ASSIGNMENT B - INDIVIDUAL SUBMISSION
<input type="checkbox"/>	BbTest A	Fac HUM A	mzdjafb7	10009005	26 January 2023	Available	!	
<input type="checkbox"/>	BbTest B	Fac HUM B	mzdjafb6	10009006	26 January 2023	Available	!	

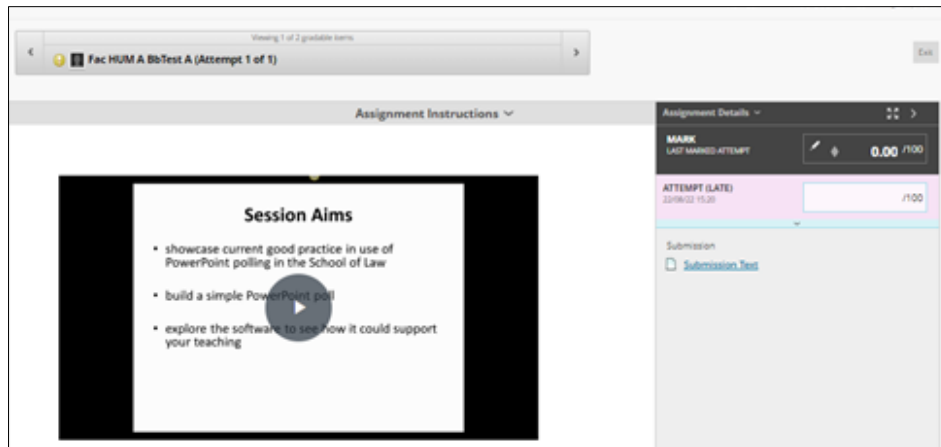
Selected Rows: 0

Move To Top Email

- To mark and provide feedback, click the **grey chevron** next to the exclamation mark and **select the dated attempt**.

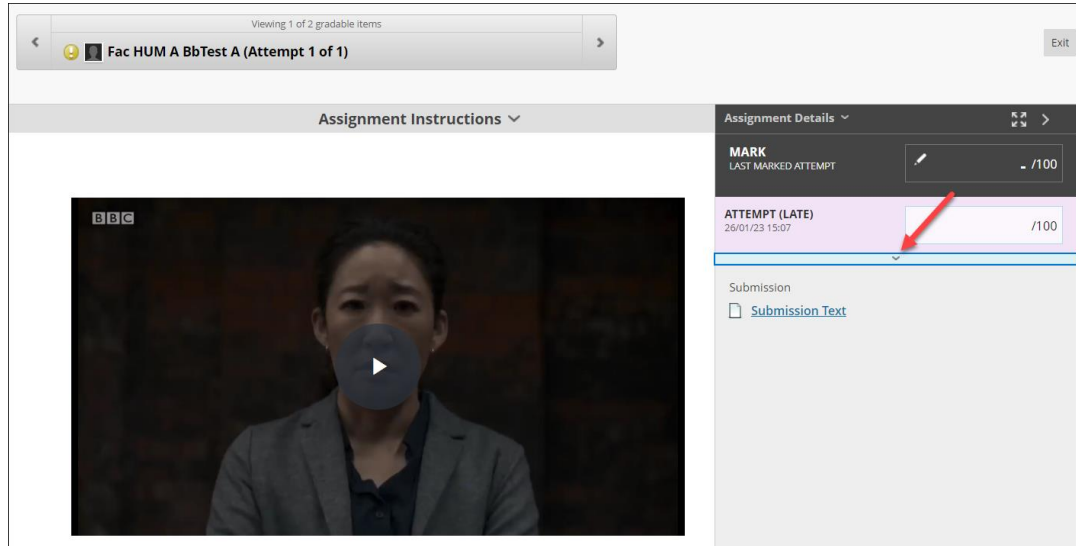


- The submission will be displayed on the left. Videos, slides, or pages can be viewed while typing feedback comments in the panel on the right of the screen.



Mark and Deliver Feedback on a Blackboard Assignment

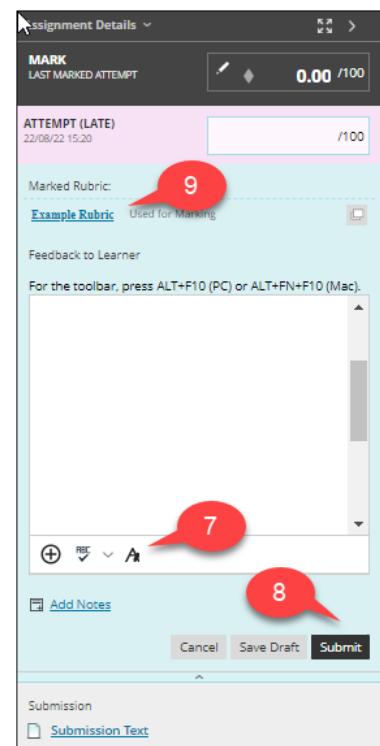
1. With the submission open, **click the downward-pointing arrow** below the Attempt Mark field to expand the text field. **Add feedback comments** here.



7. To format the text, **press the A icon** to see the formatting toolbar.

8. When you are ready, click **Submit** to save your feedback comments.

9. If a rubric has been attached to the assignment, you can **mark with the rubric** by clicking on the blue link. (Attaching a rubric is optional.)



10. To mark with the rubric, check to mark each criterion on a scale.

11. Click 'Save Rubric'

12. **Add a mark** in the Attempt Mark field.

13. Click **Submit**.

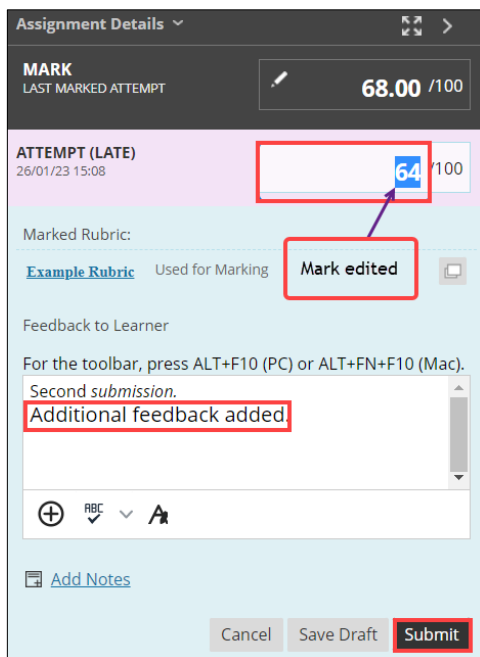
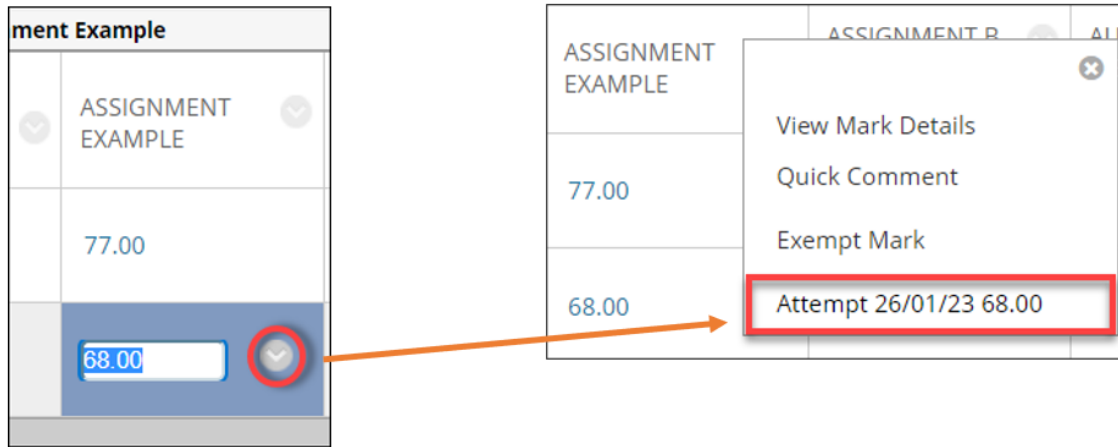
14. Once a mark has been submitted, the next submission will be displayed automatically and the marking steps can be repeated.

The marked submissions will be displayed in the Assignment's column in the Grade Centre.

ASSIGNMENT EXAMPLE	
77.00	
68.00	

N.B. **Marking can be edited** via the Grade Centre **until the feedback release date**.

15. Hover your cursor over the submission you want **to edit**, then press the grey chevron to access a saved draft, edit a mark, or edit feedback comments.



16. The amended mark will now show in the Grade Centre.

