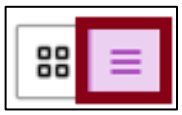
Grading Student Submissions in Blackboard Ultra

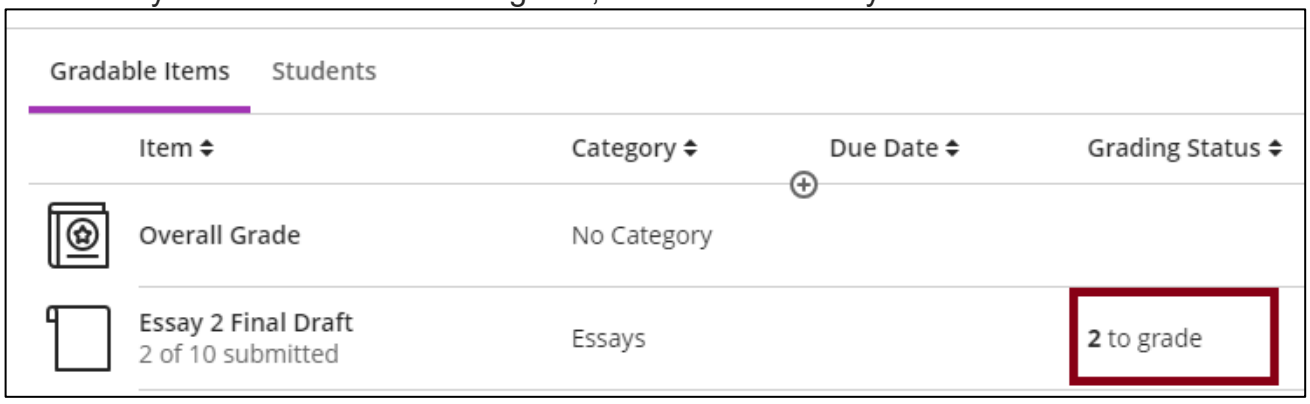
The Gradebook in Blackboard Ultra has two different views: **Grid View** and **List View.** This guide outlines how to access student work in both views and then grade submissions after they have been retrieved.

Accessing Student Submissions Using List View

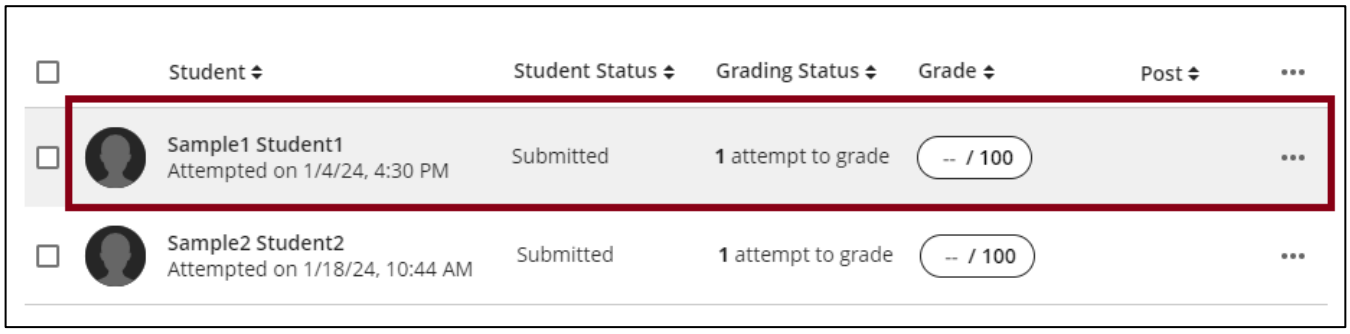
1. Navigate to the course containing content you would like to grade and click on the **Gradebook** tab on the top menu.
2. Click on the **List View** tab at the top of the screen to view a list of all the assessments in the Gradebook.



3. Scroll down to the assignment you would like to grade and click on the text in the **Grading Status** column. If you have submissions to grade, it will list how many there are.



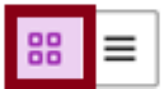
4. Click on the row with the student's name to access their submission.



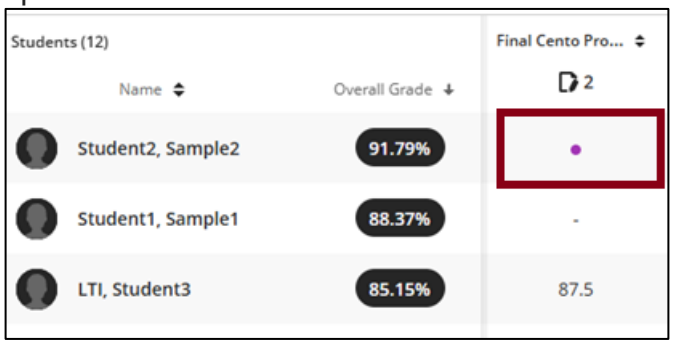
Accessing Student Submissions Using the Grid View

1. Navigate to the course containing content you would like to grade and click on the **Gradebook** tab on the top menu.

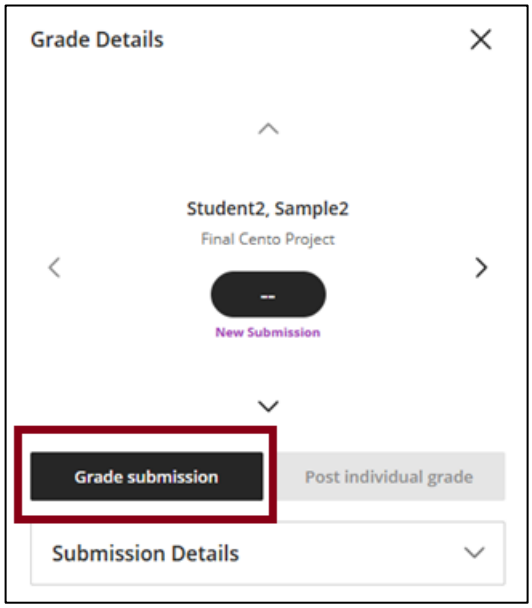
2. Click on the **Grid View** tab.



3. New submissions in the grid view are represented by purple dots. Find the Gradebook Column for the assessment and click on the purple dot across from the student's name to access grading options.



4. After you click on the purple dot, a **Grade Details** panel will appear on the right. On the panel, select **Grade submission.**

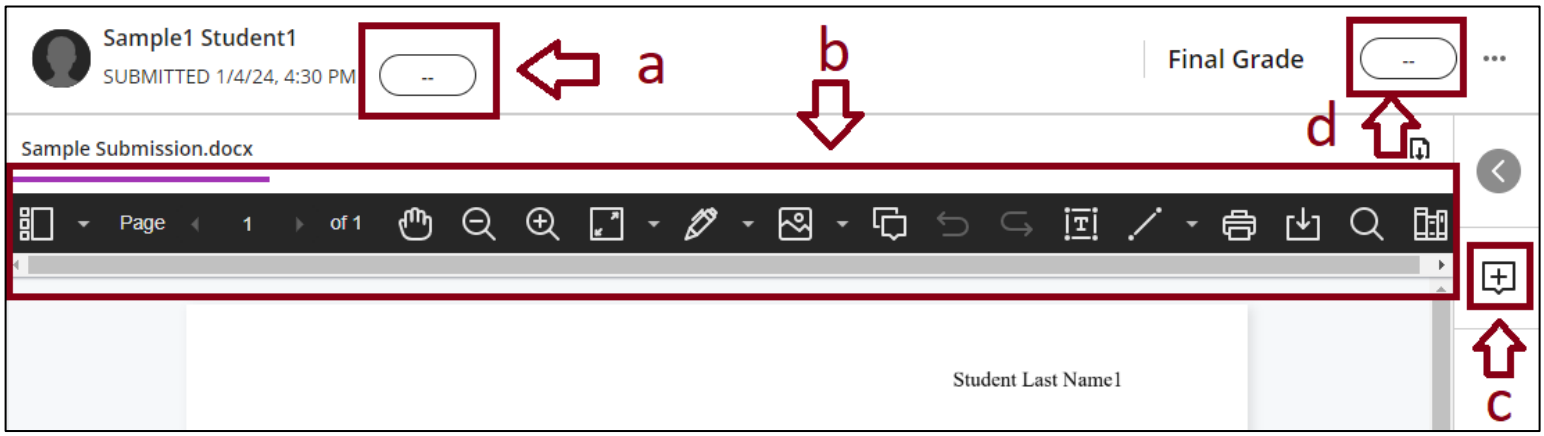


Grading or Clearing Student Submissions

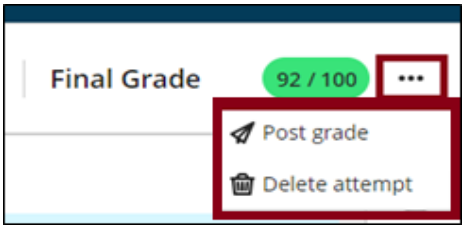
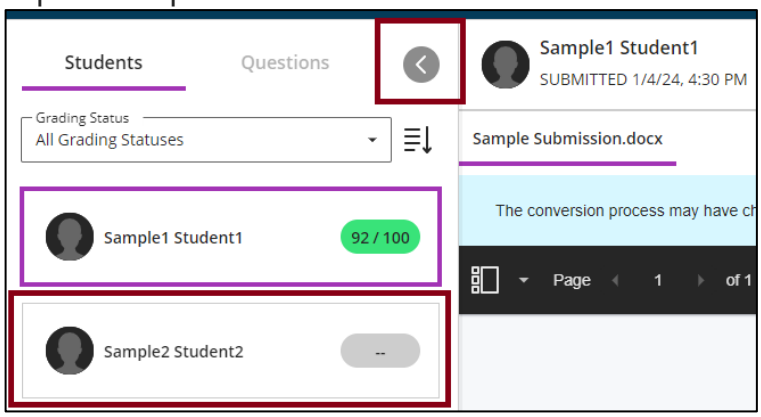
1. Once you have accessed the submission, you can enter a grade and provide comments and annotations. The submission page will give you the following options:
    a. Enter a grade **for the submission** by directly typing the grade into the box next to the submission date.
    b. If the student has submitted a file like a Word Document, PDF, or PowerPoint, you can annotate the document using the annotation bar.

c. To enter overall comments to the student, click on the comment icon to the right of the submission.

d. If necessary, enter a grade in the **Final Grade** box to supply an override grade that is different than the submission grade. If the **Final Grade** and **Submitted Grade** are the same, only enter a grade in the **Submitted Grade** box and the **Final Grade** will automatically populate.



2. After you have graded the submission, click on the three dots next to the **Final Grade** box and select **Post grade** to make the grade visible to students. Alternatively, to delete a submission, click **Delete attempt** on the same dropdown. **NOTE: Deleting an attempt is permanent and cannot be undone.**



3. To move onto the next student submission, click on another student's name on the left side panel. If you cannot see a panel with student names, click on the gray arrow in the upper left corner to expand the panel.