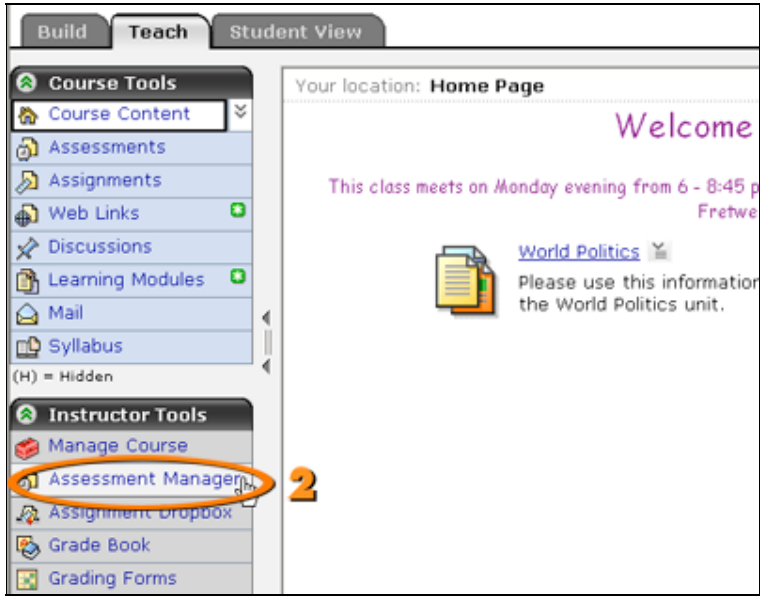


Blackboard Vista automatically grades all question types except for Paragraph questions. You will need to manually grade an assessment if you used Paragraph questions, if you need to override a question score or if you want to add bonus points to a student's overall score. You must be a Section Instructor or a Teaching Assistant (TA), which gives you access to the Teach tab, in order to grade assessments.

Step 1: View Submissions

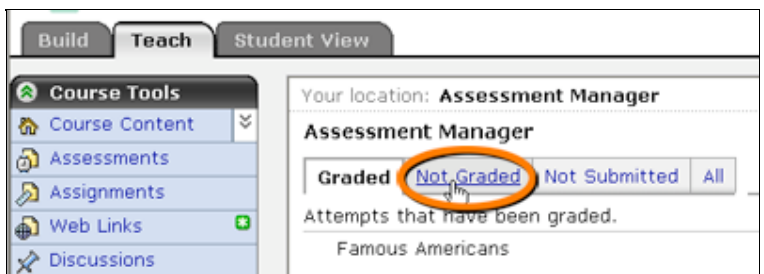
1. If necessary, click the **Teach** tab (not illustrated).
2. In the “Instructor Tools” area, click **Assessment Manager**. The Assessment Manager screen is displayed.



The Assessment Manager contains four tabs: Graded, Not Graded, Not Submitted and All. The Graded tab displays assessments that have been graded and are recorded in the Grade Book. The Not Graded tab displays assessments that contain partially and non-graded assessments, for example an assessment that contains a paragraph question. The Not Submitted tab displays a list of students who have not submitted an assessment. The All tab contains graded and ungraded submissions.

Step 2: Access the Not Graded Tab

1. Click the **Not Graded** tab. The assessments that have been partially graded or have not been graded are displayed.



Step 3: The Not Graded Tab

1. Notice the “Partial Score” column. This quiz has one paragraph question which is not graded. A score is displayed for the other questions.
2. In the “Attempt” column, click the attempt number, date and time stamp link. The View Attempt screen is displayed.

Your location: Assessment Manager

Assessment Manager

Graded Not Graded Not Submitted All View by: All Assessments

The Attempts listed below contain a paragraph question, and must be graded manually.

Title	Name	Attempt	Partial Score	Time
Famous Americans	Student, Demo ()	1, March 27, 2008 4:11 PM	45	00:02:59

Step 4: View the Attempt

You can view the assessment questions and the student answers. Any automatically graded questions display the grade.

1. Scroll to view the first question (not illustrated).
2. The question title, question, student response and correct response are listed.
3. The “Score” area indicates the number of points the student received for the question.
4. The “Override score” text box enables you to enter a new score for the question.
5. The “Comments for Student” text box is where you can enter comments for the student.
6. Repeat steps 2 - 5 for each question in the assessment.

1. Black Student

James Meredith became the first black student at which college?

Student Response	Value	Correct Answer	Feedback
1. Georgia Tech	0%		
2. University of Mississippi	100%	✓	
3. University of Alabama	0%		
4. Florida State	0%		

3 Score: 5/5

4 Override score: / 5*

5 Comments for Student

Step 5: Grade the Paragraph Question

1. Scroll to view the Paragraph question (not illustrated).
2. View the question title, question and the student response.
3. In the “Score” area, type the number of points you are awarding the student.
4. The “Comments for Student” text box is where you can enter comments for students.

1.1. What You Think

What event signifies the Civil Rights Movement to you and why?

Student Response: The event that signifies the Civil Rights Movement to me is when James Meredith attended Old Miss. I believe that everyone, no matter what their race or creed, deserves an education. By ensuring that everyone has an equal education, we, as a society, ensure that they are better prepared to take care of themselves and their families. When that happens, we have citizens who care about the community at large.

3 Score: 25 / 50*

4 Comments for Student

Step 6: Update the Grade

1. Scroll to the bottom of the screen (not illustrated).
2. The "Graded Questions" area displays the score for the questions that were automatically graded.
3. The "Ungraded Questions" area is for the points you awarded for the paragraph question.
4. The "Total Score" area is the total of the "Graded Questions" and "Ungraded Questions."
NOTE: The points you awarded for the paragraph question have not been added to the total score yet.
5. If necessary, in the "Adjust total score by" text box, you can award extra points.
6. In the "Comments for Student" text box, you can give your student feedback on the entire assessment.
7. In the "Audit log comments" text box, you can enter information about why a grade was changed. Only section instructors and TAs have access to this information.
8. Click **Update Grade**. The Graded tab is displayed (not illustrated).

This assessment is only partially graded.

Graded Questions: 45/50.0 = 90%

Ungraded Questions: --/50.0

4 Total score: **45/100 = 45%** **5** Adjust total score by: 0.0 *

6 Comments for Student

7 Audit log comments:

Audit comments will only be saved when a grade change has been made.

* Scores will be rounded to 4 decimal places.

8 Update Grade Reset Attempt Cancel

Students can view their grade in two places, the Grade Book and on the Graded tab in the Assessments tool. In order for students to view their grade in the **My Grades** tool, you must release the grade to the students in the Grade Book. Another way for students to see their grade is to click the **Assessment** tool and click the **View All Submissions** button. If you specified to release the grade to students, the grade will be displayed in the "Score" column.

Your screens may look different depending upon your configuration.

University of North Carolina at Charlotte