Faculty: Opening User Submissions in Bb 9.1

This document will give instructions on how to open users’ submissions to Assignments and Assessments in Blackboard 9.1. The document will cover:

- Opening an Individual User Submission
- Downloading a Batch of User Submissions

To Open an Individual User Submission:

1. Open the course in which you want to view submissions.
2. Click on the Grade Center selection in the “Control Panel,” then Full Grade Center, or your desired Smart View.
3. Scroll across to the Grading Column from which you wish to view submissions. Scroll down to the user whose submission you wish to view, if there is one in particular.
4. Hover your mouse over a particular grade cell and you will see a gray circle with the arrow. Click on the box to reveal a drop-down menu of options:

   - View Grade Details
   - Quick Comment
   - Exempt Grade
   - Attempt 10/17/13 46.6667

5. Select Attempt (date) to go directly to the user’s full submission, or...
6. Select View Grade Details to see the details of the user’s grade on the Test or Assignment, if it has been automatically graded by Blackboard, as well as to view the date and time of the submission, the actual submission itself and to enter a grade.
7. You can see the user’s actual responses on the Assignment or Test (click View Attempt button), delete the user’s “Attempt” if you want them to re-take the Assignment or Test for some reason (click Clear Attempt button) or edit the user’s grade (click Edit Grade):
Emerging Technologies: Blackboard 9.1

8. When you open the attempt (click View Attempt button), you will see an Assignment Information link, a Submission History, and then section 3, “Review Current Attempt.” This section will contain all the information the user included in their submission. If it is an Exam Attempt, you can grade each question individually in the points box to the left of the question. If it is an Assignment submission, you may see the entire text displayed here in Bb, or you may need to click on the file link under “File” to view the user’s attached submission file:

9. After viewing the submission, assign a grade in section 4, “Grade Current Attempt.” You can also add grading comments in two ways:
   a. In the “Comments” box: these notes will only appear in the user’s “My Grades” view.
   b. By "Attach File": you can add notes directly to the student’s submission, save the file on your desktop (locally), then re-upload it here. Users can access these files from their "My Grades" view as well.

10. Section 5, "Instructor’s Notes," is for your own reference and will only appear in your Grade Center, thus visible only to you and any co-instructors or TA’s.

11. When finished with viewing and grading a submission, click the Submit button to save any changes.

Collecting Batches of Submissions:

You can also download all of the user submissions for an Assignment or a Test at the same time.
1. Open the course in which you want to view submissions.
2. Click on Grade Center in the Control Panel, then on Full Grade Center, or your desired Smart View.
3. Scroll across to the Grading Column from which you wish to view submissions.
4. Click the gray circle with a downward-facing arrow on the right side of the grading column header to reveal a drop-down menu of options:
1. Select **Download Results** for Test submissions:
   a. On the Download Results page, leave the default “Tab” delimiter type in order to open the file in Excel, select your desired format for the results (format by user or by question & user, download only valid attempts or all attempts), then click on the **Click to download results** button.
   b. Choose to open the file immediately with Excel, or save the file—make sure to note the file name and location so you can find it later.
2. Select Assignment File Download for Assignment submissions:
   a. On the Assignment File Download page, select the users whose submissions you want to collect by clicking on the boxes next to their names, then click Submit.
   b. The next page should notify you that “The Assignments have been packaged,” and you should click the Download assignments now link.
   c. You may see a pop-up window asking what to do with the .zip file. Either save it or select a program in which to open it, such as Microsoft Word.