Grading in Blackboard

Original Experience
Blackboard provides multiple pathways for finding online submissions that need to be graded.
Recall that the lower half of the menu panel along the left side of the screen is called the Course Management Menu. The Course Management Menu is visible to instructors, but never to students. If you click on Grade Center in the menu, two different paths to grading will appear. One of these is called NEEDS GRADING, and the other is called FULL GRADE CENTER. Needs Grading is more efficient if the instructor is planning to spend some time grading multiple online submissions from multiple students. For general review of grades or to find only a few specific items waiting to be graded, it might be more effective to open the Full Grade Center.
Clicking on “Needs Grading” will bring up a list of all online submissions waiting to be graded. You can filter the list by instructor-defined categories, names of assignments, names of students, or date submitted. To start grading, click on a student name that appears in blue on the list. You'll be able to grade one assignment then step through the others on the list, either by assignment or by student.
The other way to find submissions waiting to be graded is to open the Full Grade Center. Items needing grading will be identified by an exclamation-point icon. Note the “Icon Legend” button near the lower right, which allows you to review the icons that might appear on this page.
In a course that has been in progress for a few weeks, a variety of informational icons might appear on the full Grade Center display. The Icon Legend button will bring up a list of definitions of these icons.
If you see an exclamation point in the grade center display and want to grade that item, begin by moving the cursor into that cell. A chevron -- a down-arrow inside a gray circle -- will appear. Clicking on the chevron brings up additional menu options.
You can click on an individual attempt listed in the menu to grade it, or click on View Grade Details to see the latest attempt in the context the history of this student’s grade for this assignment.
If you click on View Grade details, you’ll see a grade summary for the student’s submission or submissions for that assignment, and an exclamation-point icon next to any submission that needs to be graded. Click on the Grade Attempt button to grade a submission.