

Quick Guide – MyAberdeen: Grading and Feedback for Blackboard Assignments and Tests

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This Quick Guide will take you through the process of grading and providing feedback in Blackboard Assignments and Tests in the Ultra Course View of MyAberdeen. It does not deal with TurnitinUK.

General Grading Guidance

Navigating to a Student's Submission

Providing student feedback and grades online keeps your grading information together in one place, making it more accessible. Once a student submits to an assignment or test, you can access your grading from the Gradebook icon on the course navigation bar.



Figure 1 shows the Gradebook selected on the navigation bar.

Once you have opened the Gradebook click on the name of the assignment or test you wish to grade. This will take you to the **Submissions** page. From here you can search for a specific student, filter submissions by student status (Submitted, Draft Saved, No Submission or All Student Statuses) or filter by grading status (Completed, Needs Posting, Needs Grading, Nothing to Grade or All Grading Statuses).

Submissions can also be sorted by any of the columns (e.g., Student, Student Status, Grading Status, Grade, Post Status) by simply clicking on the column heading.

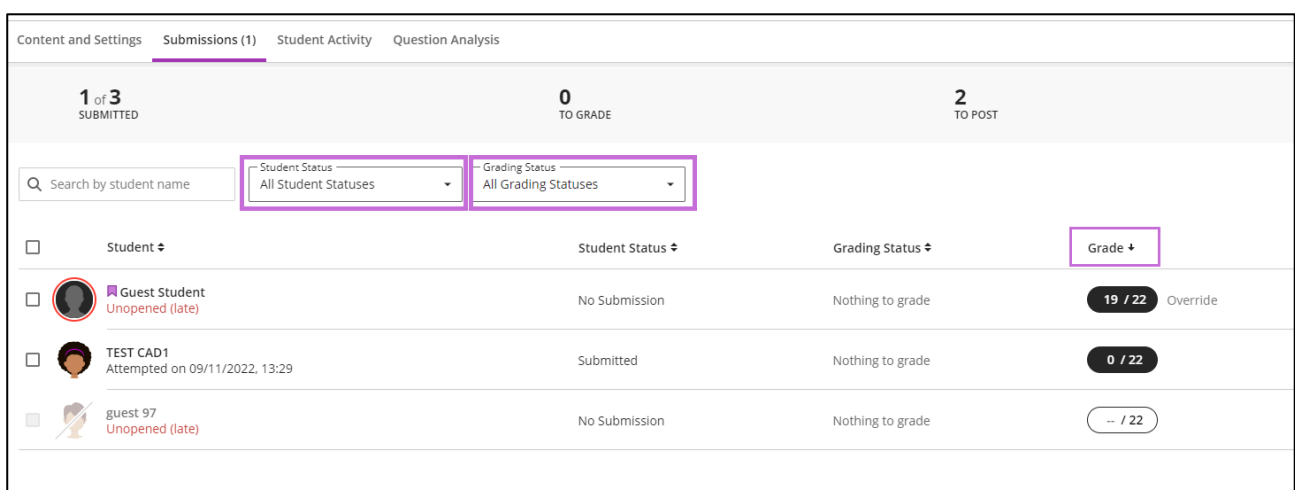
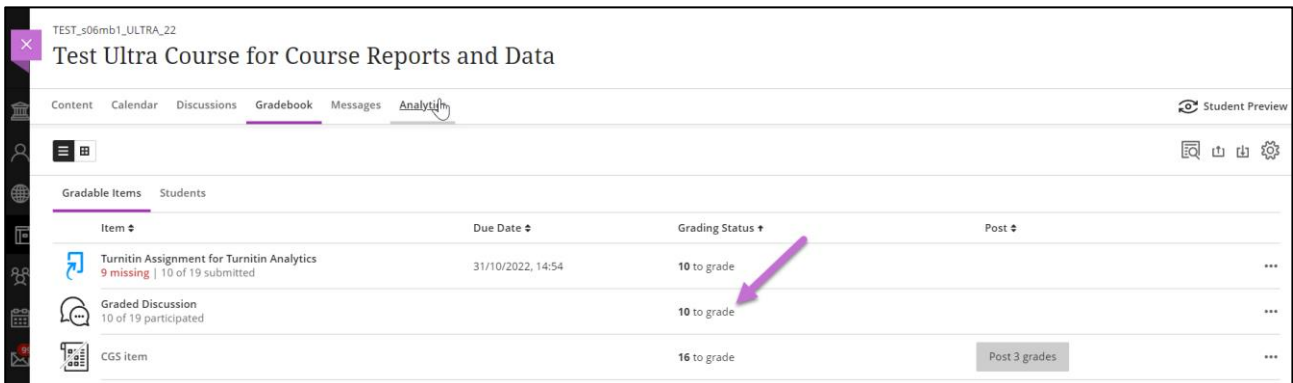


Figure 2 shows the submissions page with the drop-down menus for Student Status and Grading Status filters highlighted, as well showing submissions sorted by Grade.

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From the Gradebook main page you can also view submissions that need grading by selecting 'x to Grade' in the Grading Status column. This will navigate directly to the Submissions page with the 'Needs Grading' filter enabled.



Item	Due Date	Grading Status	Post
Turnitin Assignment for Turnitin Analytics 9 missing 10 of 19 submitted	31/10/2022, 14:54	10 to grade	...
Graded Discussion 10 of 19 participated		10 to grade	...
CGS item		16 to grade	Post 3 grades ...

Figure 3 shows Gradebook view with option to select 'x to grade' under Grading Status column highlighted.

To open a submission attempt from the Submissions page simply click anywhere (except on the grade pill) in the row associated with the student in question. This will open the grading interface.

Grading Interfaces

When grading a Blackboard assessment or test, the grading interface you see once opening the submission depends on the type of assessment you are grading. Tests and individual assignment submissions, including those with multiple attempts, will make use of the new **flexible grading interface**. Assessments using group submissions, anonymous grading, parallel grading (two graders per student or peer review) will instead make use of the **pre-flexible grading interface**. Navigate to the corresponding sections below for further guidance on grading your required assessment type.

Using BB Annotate

Bb Annotate is a built-in tool which can be used for inline grading, as it allows you to annotate a file submission with point comments, free hand drawing or highlighting. It can be used on files uploaded to Blackboard assignments and as well as those uploaded to Free Text Response questions in Tests.

Guidance on using [BB Annotate](#) can be found on the Blackboard Support pages.

Please note: Files processed through BB Annotate might look slightly different from the original submitted file. If students have noticed formatting errors between what is displayed in BB Annotate and what they submitted, you can check what the original file looked like by downloading it. This can be done by clicking on the ellipses to the right of the file name and selecting **Download Original File**.

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Figure 4 shows the options to Hide File and Download Original File appear when the ellipses to the right of the submission file are clicked.

Using SafeAssign

SafeAssign is a text matching tool that is embedded within Blackboard assessments. Once a paper is submitted in SafeAssign, a report is generated that indicates the percentage of the paper that matches existing sources. Guidance on using SafeAssign can be found in our quick guide [Using SafeAssign in MyAberdeen Assignments](#).

Grading using Rubrics

Regardless of your assessment and test set-up, you can make use of rubrics for grading. Guidance on using rubrics for grading can be found on the [Grade with Rubrics](#) support page.

Post Grades - Allowing Students to View Grades and Feedback

For students to see their feedback and grades, you **must** “post” the grade. Once all grading has been completed on the assignment, go to Gradebook and click the assignment name. At the top of the page, clicking **Post all grades** will release all grades and feedback for the assignment simultaneously. Alternatively, you can click **Post** to release the grades to students individually should you wish.

Further guidance on posting grades and feedback can be found in the quick guide [Releasing Grades and Feedback to Students](#).

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Grading Assignments and Tests with the Flexible Grading Interface

Please note: The Flexible Grading interface is currently only supported in tests and individual Blackboard assignment submissions. This includes assessments with multiple attempts, those using SafeAssign and those using rubrics for grading. If your assessment makes use of group submissions, anonymous grading, two graders per student or peer review, please refer to the next section.

Flexible Grading is a new and more efficient assessment grading experience. Amongst other things the new experience now allows the grading of tests by question as well as by student, easier navigation between students and multiple submission attempts, collapsible side panels so more of the student submission is visible, and many more.

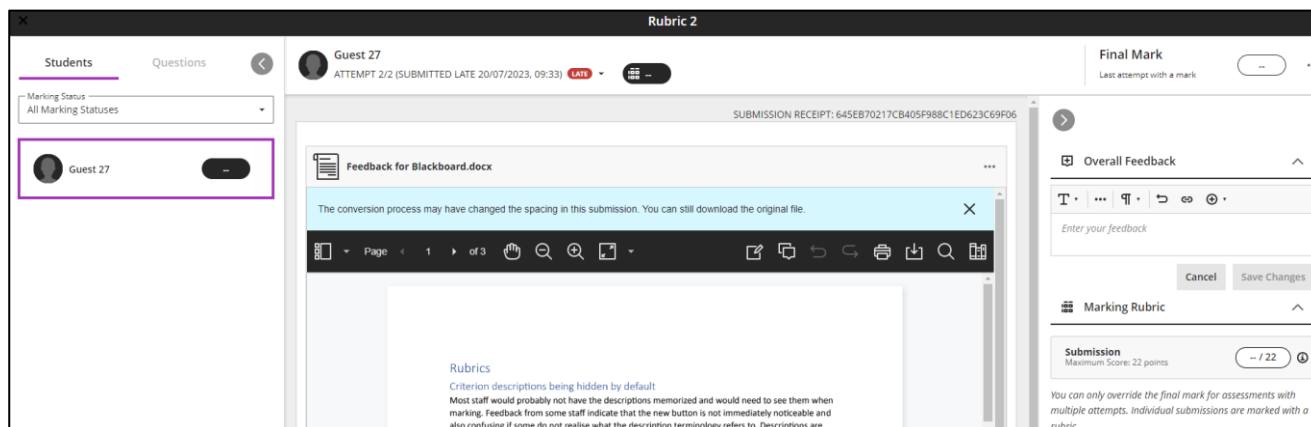


Figure 5 shows the Flexible Grading interface with the right-hand menu expanded.

In-depth guidance on how to use the Flexible Grading interface for marking Blackboard assignments can be found on the [Grade Assignments With Flex Grading](#) page, whilst guidance on using it to mark tests can be found on the [Grade Tests With Flex Grading](#) page.

Tips for Grading Tests

Manually Grading Questions

Most test questions are automatically graded, with the exception of Free Text Response questions. These need to be manually graded by adding a grade in the corresponding question's grade pill.

Overriding Scores for Overall and Individual Question Grades

If needed, you can override individual question scores for all students as well as overriding the total grade of a test for individual students. To override an individual question score, click on the grade pill next to the question and type in the new score. Please note that there is currently no

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‘Override’ indicator that highlights which individual question scores have been overridden. This overrides the question score for all students.

You can also override the total grade of a test by typing the new grade in the grade pill at the top of the submission page. Click **Undo Override** to revert to the automatically calculated grade.

Grading Assignments with the Pre-Flexible Grading Interface

Please note: The **pre-flexible grading interface** is currently available when grading assessments that make use of group submissions, anonymous grading, two graders per student or peer review. This includes assessments with multiple attempts, those using SafeAssign and those using rubrics for grading. If your assessment or test is set up for individual submissions, please refer to the previous section.

Adding Feedback and Grades

Once you have opened a submission within the pre-flexible grading interface, regardless of the assessment type used (group, anonymous grading, two graders per student or peer review) you will be able to see the submitted file on the left-hand side of the page, within Bb Annotate. To the right you will find the grade pill, on which you can click in order to assign a grade for the submission, as well as a text box for adding feedback. Make sure to click **Save** once you have added your feedback.

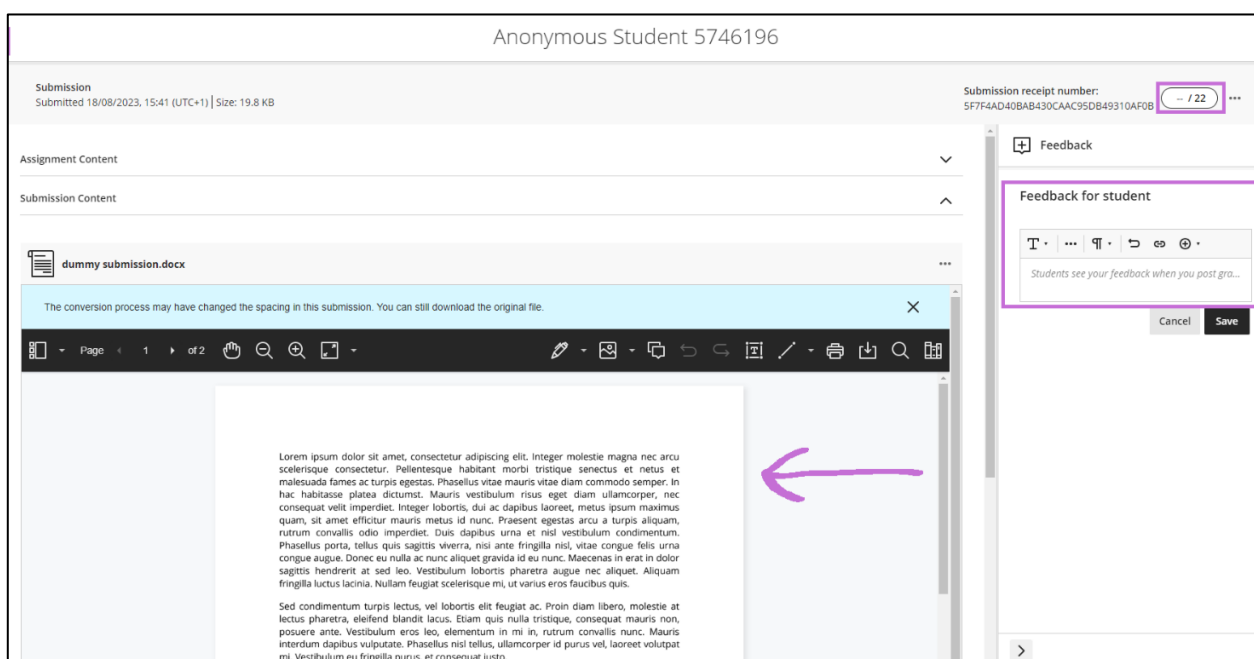


Figure 6 shows an example submission in the pre-flexible grading interface, as well as highlighting the grade pill and feedback text box.

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Warning: If you have started writing your feedback make sure to save it before adding the grade into the grade pill. When the grade is added the page can sometimes refresh, and any unsaved feedback may be lost.

If your assignment uses a rubric and/or has SafeAssign enabled, you can access the rubric for grading and the Originality Report from the menu on the right, just above the feedback box.

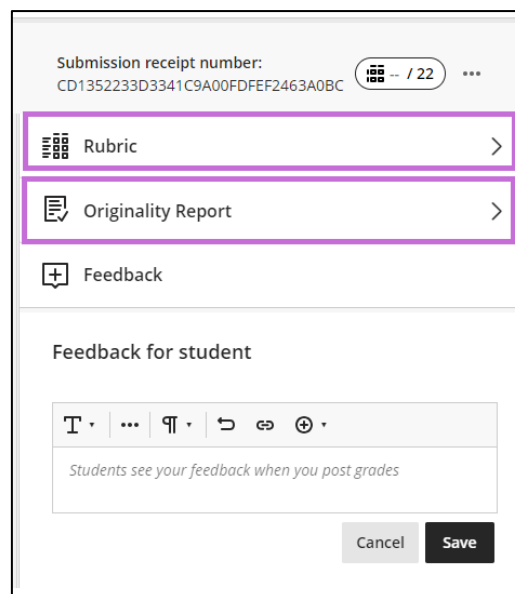


Figure 7 shows where you can access the Rubric for grading and the Originality Report within the Standard Grading Interface.

Depending on the other settings used, you might see additional options when grading. Please see sections below for guidance on grading group assessments, anonymous assessments, assessments with two graders per student and peer review assessments, within the pre-flexible grading interface.

Grading Group Submissions

Group submission have the added option of allowing both individual and group feedback for submissions. You can assign the same grade to the entire group, or if participants have not contributed equally, you can assign each group member individual grades.

Please note: Once you have started grading a group assessment you can no longer make changes to the assessment settings or the group membership.

Further guidance on how to grade group submissions can be found on the [Grade Group Assignments](#) support page.

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Grading Anonymous Submissions

When anonymous grading is enabled student names are hidden from view and replaced by a unique numeric identifier until grades are posted. Once you have opened an anonymous submission you can assign grades and feedback as can be seen in the *Adding Feedback and Grades* section further up in this section.


Essay			
Content and Settings Submissions (1) Question Analysis			
Anonymous grading is in progress. If you post all grades, names are revealed.			
1 of 4 SUBMITTED	1 TO GRADE	0 TO POST	
Filter All statuses ▾			
Student	Student Status	Grading Status ↕	Grade ↕ ⓘ
 Anonymous Student 5745761 Attempted on 18/08/2023, 09:29	Submitted	1 attempt to grade	-- / 22

Figure 8 shows the Submissions page for Anonymous Assessments. A student submission is highlighted, with the student name hidden and replaced by a unique numeric identifier

Further guidance on grading anonymous submissions can be found on the [Anonymous Grading](#) support page.

Two graders per student

When grading assessments are set up with two graders per student, you can only access submissions that have been randomly assigned to you for grading. This set-up makes use of two roles in the grading process: Graders and Reconcilers.

Please note: Since users can only access submissions assigned to them, the Submission page will appear as blank until the appropriate students make a submission.

Graders

Graders provide provisional grades and feedback for student submissions. Graders can't post grades and they cannot see the grades and feedback provided by other graders for the same submissions. Grading takes place in parallel and final grades and feedback are then determined by the reconciler. Students cannot see the grades and feedback provided by the graders.

Reconcilers

The reconciler reviews the provisional grades and feedback provided by the graders. A reconciler can then determine and post the final grades and feedback that students see. Reconcilers cannot edit a grader's provisional grade or feedback and they cannot see a grader's rubric or their annotations on the submitted file.

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To assign the final grade, select the grade pill as usual. If a rubric was used for grading, then you can assign the final grade through there.

To provide students with feedback, first review the feedback provided by each grader. Students cannot see the graders' feedback so reconcilers will need to add their own feedback in the text box provided, as usual.

Further guidance can be found on the [Parallel Grading](#) support page.

Peer Review

Peer Review assessments allow students to review and grade their peers' work. Once the submission due date has passed students will be given the opportunity to submit their peer reviews, up until the Peer Review due date. Once the latter date has also passed you will be able to review the work students have done and assign your own grade and feedback.

From the Submissions page you can also check the status of each student's submission and reviews.

Further guidance on grading Peer Review assessments can be found on the [Peer Review for Qualitative Peer Assessments](#) support page.

Additional Gradebook Tips

Gradebook Views

When you open the Gradebook it defaults to the **Gradable Items** tab, which lists all the graded items in the course. Switch to the **Students** tab to view an overall picture of each student's grades. Additionally, you can switch from list view to the grid view by using the buttons above the Gradable Items tab.

Further information on the different Gradebook views can be found on the [Blackboard Support pages](#).

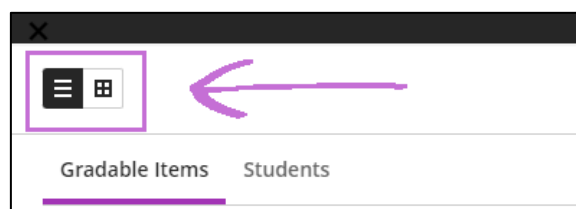


Figure 9 shows the Markable Items tab selected, with the Student tab to the left. The List and Grid view buttons can be seen highlighted above.

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Gradebook Downloads

From the Gradebook you can also download the Full Gradebook, specific Gradebook columns, and the Grade History, which provides a log of changes to student grades and feedback. You can download from the Gradebook by clicking the **download icon** in the upper right-hand corner of the Gradebook page and then selecting the appropriate options.



Figure 10 shows the download icon in the Gradebook.

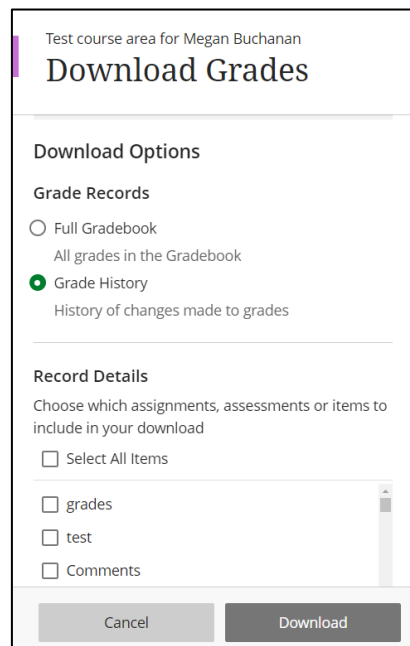


Figure 11 shows the option to download the Grade History highlighted.

You will have the option to:

- Select which gradebook items to include in the download.
- Include deleted items.
- Select the timeframe you would like to download information from.

The downloaded Grade History includes additional information on the following:

- Student username.
- Grade category.
- Submission receipt number.
- Submission attempt.

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Further Resources

- [Course Design Guidelines](#)
- [eLearning on StaffNet](#)

Creating content on Ultra

- [MyAberdeen: Ultra Course View - Content and Communication](#)
- [MyAberdeen: Ultra course view - Creating Assignments](#)
- [MyAberdeen: Ultra Course View - Setting up tests, releasing grades and feedback](#)
- [MyAberdeen: Turnitin \(for staff\)](#)
- [MyAberdeen: Creating Groups](#)

Grading

- University of Aberdeen: [Common Grading Scale](#)
- [MyAberdeen: Releasing grades to students](#)
- Blackboard: [ULTRA: Where do I start Grading?](#)