

Grading an Assignment

1. Navigate to blackboard.towson.edu.
2. Log in with your Towson University **Net ID** and **Password**.
3. Enter the course with the **Assignment** you'd like to grade.
4. Click on the **Grade Center** on the left hand side.
5. Select **Needs Grading**.
6. Choose the **Assignment** you'd like to grade by selecting the **Student's Name**.
7. You'll now see the **Assignment** grading page.

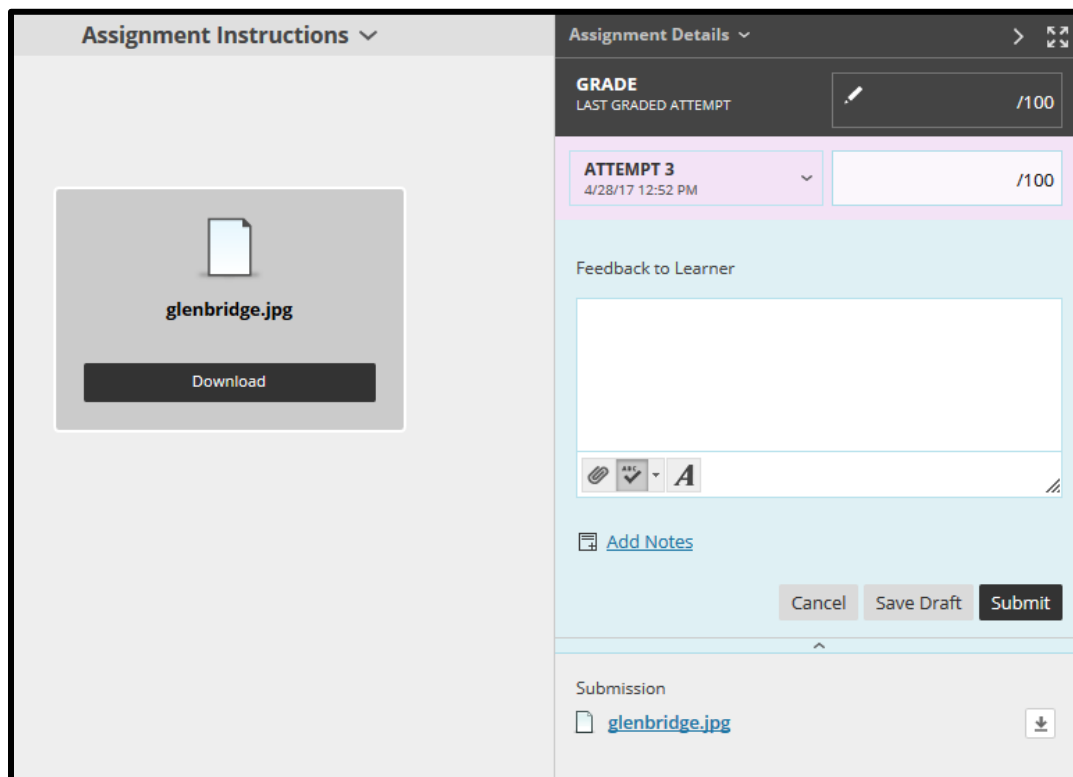


Figure 1

8. To the left, you can preview the **Assignment** you need to grade if it is in a .docx format. If it is a picture, you can download the **Assignment** by clicking the **Download** button below the file.
9. On the right, you can input a **Grade**, leave **Feedback to Learner** and **Add Notes** (only fellow instructors can read **Notes**).
10. Below the grade, you can download the submission by clicking the **down arrow** to the right of the file.
11. When you're done, click **Submit** below the student's grade.