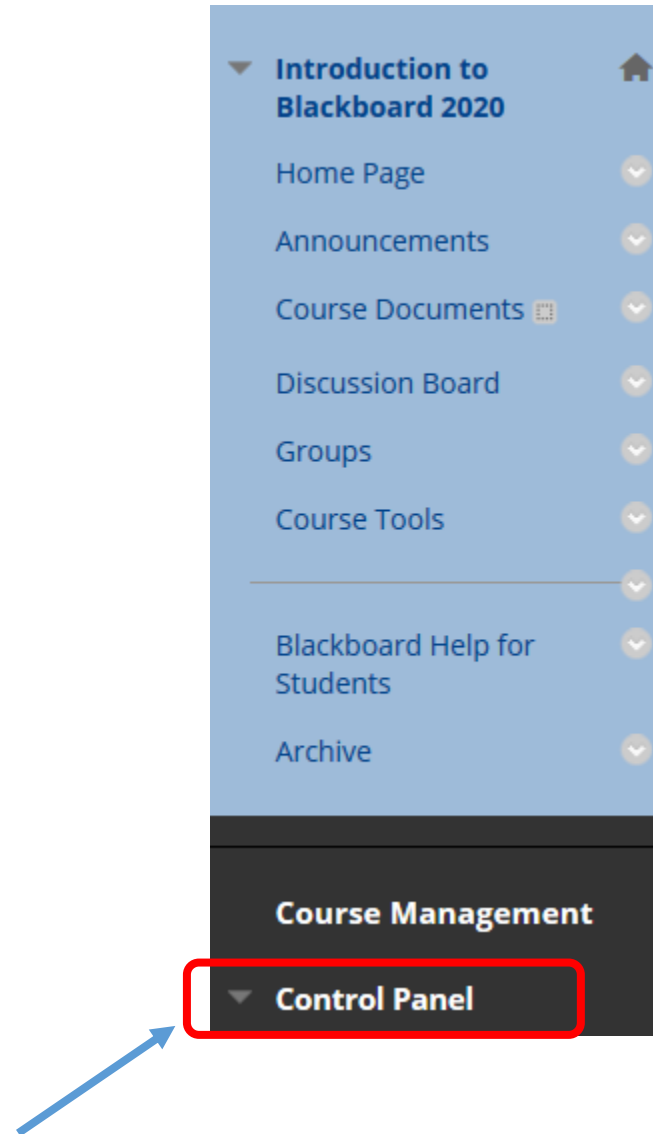


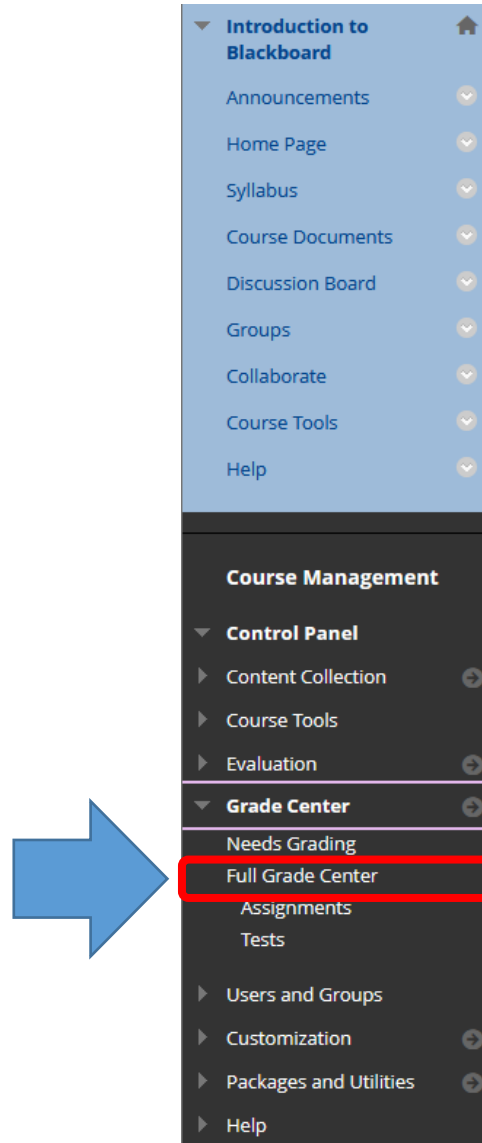


How to View Student Exam Submissions

1. Log into the course on Blackboard where you are ready to review or grade your student's exam submissions. Click ***Control Panel*** on the course menu to show more options.



2. Click **Grade Center**, and then **Full Grade Center** on the list.




3. Locate the grade column of your exam. You may need to scroll to the right to locate the column.

In this example, we will review James' Midterm Exam submission. **Move your mouse cursor into the cell representing James' submission, and an arrow will appear.** Click that arrow to show more options.





The screenshot shows the Blackboard Grade Center interface. On the left is a navigation menu with items like 'Introduction to Blackboard', 'Announcements', 'Home Page', 'Syllabus', 'Course Documents', 'Discussion Board', 'Groups', 'Collaborate', 'Course Tools', 'Help', 'Course Management', 'Control Panel', and 'Content Collection'. The main area is titled 'Grade Center : Full Grade Center' and contains a table of student grades. The table has columns for 'LAST NAME', 'FIRST NAME', 'AVAILABILITY', 'WEIGHTED TOTAL', 'TOTAL', 'HOMEWORK #1', and 'MIDTERM EXAM'. The student 'James' (Weirich_PreviewUs) has a grade of 30.00 in the 'MIDTERM EXAM' column. A blue arrow points to a small downward arrow icon in the bottom right corner of this cell, which is highlighted with a red square. Above the table are controls for 'Move To Top', 'Email', 'Sort Columns By: Layout Position', and 'Order: Ascending'. Below the table is a 'Selected Rows: 0' indicator and another 'Move To Top', 'Email' control. An 'Icon Legend' button is in the bottom right corner.





	LAST NAME	FIRST NAME	AVAILABILITY	WEIGHTED TOTAL	TOTAL	HOMEWORK #1	MIDTERM EXAM
<input type="checkbox"/>	Stestperson10	Student	Available	--	100.00	100.00	--
<input type="checkbox"/>	Stestperson9	Student	Available	--	100.00	100.00	--
<input type="checkbox"/>	Weirich_PreviewUs	James	Available	--	180.00	--	30.00

4. On this list you will see the date that a student submitted their exam. If you allow for multiple attempts per exam, you will see a list of each attempt. **Click “Attempt...”** to view the student submission.









Grade Center : Full Grade Center 

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)


Create Column Create Calculated Column  Manage  Reports  Work Offline  Discover Content Filter

Move To Top Email  Sort Columns By: Layout Position  Order:  ▲Ascending 

Grade Information Bar

<input type="checkbox"/>	LAST NAME 	FIRST NAME 	AVAILABILITY 	WEIGHTED TOTAL 	 TOTAL 	HOMEWORK #1 	MIDTERM EXAM 
<input type="checkbox"/>	Stestperson10	Student	Available	--	100.00	100.00	--
<input type="checkbox"/>	Stestperson9	Student	Available	--	100.00	100.00	--
<input type="checkbox"/>	Weirich_PreviewUs	James	Available	--	180.00	--	30.00

Selected Rows: 0

Move To Top Email 

- View Grade Details
- Quick Comment
- Exempt Grade
- Attempt 11/29/22 30.00**

Introduction to Blackboard

Announcements

Home Page

Syllabus

Course Documents

Discussion Board

Groups

Collaborate

Course Tools

Help

Course Management

Control Panel

Content Collection

Course Tools

Evaluation

Grade Center

Needs Grading

Full Grade Center

Assignments

Tests

Users and Groups

Customization

Packages and Utilities

Help

Quick Unenroll

Grade Test: Midterm Exam

Assign a grade and feedback for the current test attempt. Expand the **Test Information** section to clear the student's attempt or edit the test. [More Help](#)

Hide User Names Jump to...

Viewing 1 of 1 gradable items

James Weirich_PreviewUser (Attempt 1 of 1)

Test Information

QUESTION 1: MULTIPLE CHOICE 0 out of 10 points

Select the element below with the highest atomic weight.

Given Answer: Copper

Correct Answer: Gold

QUESTION 2: MULTIPLE CHOICE 10 out of 10 points

What is the capital of France?

Given Answer: Paris

Correct Answer: Paris

QUESTION 3: MULTIPLE CHOICE 10 out of 10 points

What is 2+2?

Given Answer: 4

Correct Answer: 4

QUESTION 4: MULTIPLE CHOICE 10 out of 10 points

What is the color of George Washington's white horse?

Given Answer: White

Correct Answer: White

Submit

5. Now you are viewing the student's submission.

You can click **Submit** on the bottom right to go back to the grade center, or **click the arrows** to the left or right (marked in red) to cycle through student submissions for this exam.