



# Blackboard Quick Reference Guide

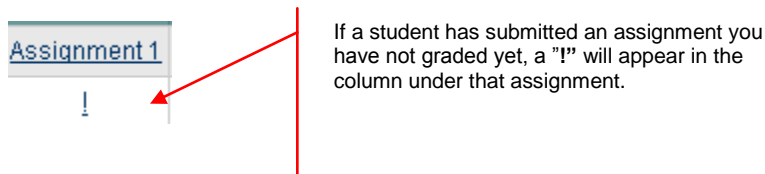
## Grading Assignments from Assignment Manager

When a student submits an assignment (using the Assignment Manager feature), it will appear in the Gradebook, where instructors can access and grade it.

**Step 1:** Click Gradebook in the Assessment Area of the Control Panel.



**Step 2:** Click on the assignment name.



**Step 3:** When you click on the "!", this window will open. You can download and view the assignment, grade it, and provide feedback.


### Review Assignment: Assignment 1

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#### 1 Assignment Information

**Name:** Assignment 1


**Instructions:** Please list three things that you would like to learn in this workshop.

**Assignment Files:**  Assignment 1 Worksheet ([Assignment\\_1.doc](#))

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#### 2 Your Work

**Your Comments:** Here is my assignment

**Student's Files:**  [Assignment\\_1\\_st.doc](#)

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#### 3 Feedback From Instructor

**Grade:** ! out of 0.0

**Comment:**

**Files From Instructor:**