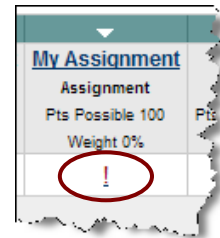


How do I Check Submitted Assignments?

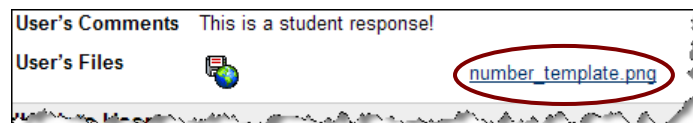
1. While in your Blackboard Course, access your control panel.
2. Click the Gradebook link.



3. Click on the exclamation point icon next to the student that should be graded. A padlock icon indicates that the student is still working on the assignment.



4. Click the **View** button to grade this assignment.
 - If you have problems with the student submission not being received or submitted, click the **Clear Attempt** button. This will delete the student response, so make sure the student is ready to re-submit the work.
5. The student response is at the top of the page. You can download the student's attached file by right clicking on the link and selecting "Save as..." from the menu.



6. Fill in a grade for the student's work & type in your response.



7. You can add notes or attach a file if you need to annotate the response, but this is optional.
8. Click **Submit**.
9. Click **OK** to continue.