How to View Student Exam Submissions

**Step 1)** Log into the course on Blackboard where you are ready to review or grade your student’s exam submissions.

**Step 2)** Go to the course’s “Full Grade Center”

![Diagram of Blackboard interface showing the Full Grade Center option]
**Step 3** Go to the column with the title of your exam link. In this example, the exam is titled “Midterm Exam”

Note the symbol. This is the “Needs Grading” symbol. It indicates that there is a new submission that requires your attention for grading. Exams made with question types other than True/False or Multiple Choice will not grade the exams automatically, and instead you will see the needs grading.

![Grade Center: Full Grade Center](image)

**Step 4** If you move your mouse over the cell with symbol on it, you will see a little down arrow appear. Click that to make a drop menu appear (like in the screenshot below), and then click “Attempt…”

![Drop menu](image)

The date next to “Attempt…” will change according to the date the student submitted the exam.
Step 5) If the exam was made with question types other than True/False or Multiple Choice, you will have to review the student submission and grade those questions. In this example. There was also a short answer question mixed in with two multiple choice questions. The multiple choice questions graded automatically, but you can enter a grade for the short answer response by clicking the box circled in red next to each question, and typing in the points the student earned.

Click “Submit” on the bottom right when you are done grading the remaining questions.
**Step 6** Now you will see the “Needs Grading” symbol replaced with the score the student earned.

Once there is a numeric value in the cell, that student can see their grades using the “My Grades” tool, which exists in every course on Blackboard.