



External Examiners Guide: Viewing Assessments via Blackboard Grade Centre

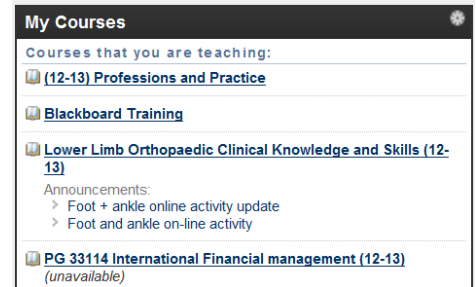
Help and Support

HR Development run a helpdesk for staff, which external examiners can use. The helpdesk is open Monday to Friday, 8am – 5pm, telephone: 0161 295 2444 **option 5** email: hr-digitalskills@salford.ac.uk

Login to Blackboard

To access Blackboard, you need a Salford University username and password.

1. Open a web browser and go to:
<http://www.blackboard.salford.ac.uk>
2. When prompted, enter your Username and Password.

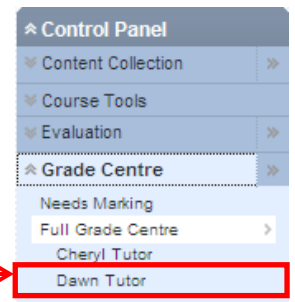
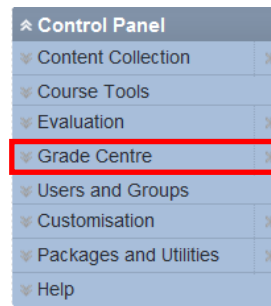


Any Blackboard modules you have been given access to will be listed under My Courses.

3. Click on the name of the module you are examining.

You are now inside the Blackboard module.

4. From the **Control Panel** click on **Grade Centre**.
5. Choose **Full Grade Centre**.



Each student has their own row in the Grade Centre, each assessment has its own column. You need to identify the column that you are assessing.

TIP: hover over the name at the top of the column to see the full name of the column.

Last Name	First Name	FINAL Assignm	FINAL Assignm	Diagnostic P
Lemon	Geoff	--	FINAL Assignment 1: Inflammatory conditions - due date Tuesday 16 October 2012 16.00	--
Molyneux	Lucy	--	89.00	--
Zeberdiah	Zeberdee	--	23.00	--

As you move your mouse over the marks you will see drop down arrows appear. Clicking on the arrows lets you see any files submitted and any attached feedback files.

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student	debra	99.00	90.00
student	eddie	78.00	23.00
student	frances	71.00	67.00
student	garry	52.00	78.00
student	holly	60.00	29.00

student	eddie	78.00	23.00	--
student	frances	71.00		
student	garry	52.00		
student	holly	60.00		
student	icabod			
student	jane	85.00		

Where files have been electronically submitted for marking, click on the **Attempt**.

Where nothing has been submitted (e.g. you are assessing a performance, or physical work), click on **Grade Details**.

If the assessment consists of an electronic submission, the files submitted by the student will be available here to open. The feedback from the tutor is also visible from this screen, including any files that were provided as feedback. If you have any problems, please try using a different internet browser first.