With Blackboard 9.1, instructors have more options than ever before for entering grades for students. This can be overwhelming for instructors who are not yet familiar with the Blackboard Grade Center interface. The instructions below will cover the simplest way to enter grades in Blackboard.

**BASIC GRADE ENTRY**

Basic grade entry is a manual process of entering grades in the Grade Center.

To manually grade a simple assignment:

1. Login to Blackboard.
2. Navigate to the course for which you want to enter grades.
3. Click **Grade Center** in the Control Panel.
4. Click **Full Grade Center**.

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**Control Panel**

- Files
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities
- Help

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Full Grade Center

- Assignments
- Tests
- Users and Groups
- Customization
- Packages and Utilities
- Help
5. Move the cursor over the desired cell and click inside the cell.

6. Type in the value and press ENTER.

7. The cursor will automatically move to the next student’s cell in the column.

8. Continue entering grades as needed for the assignment.

**NOTE:** When the last grade in a column is typed in, pressing ENTER again will move the grading cursor to the top of the next column to the right.