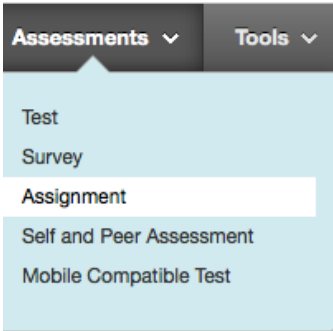




How do I grade papers and tests with student names hidden?

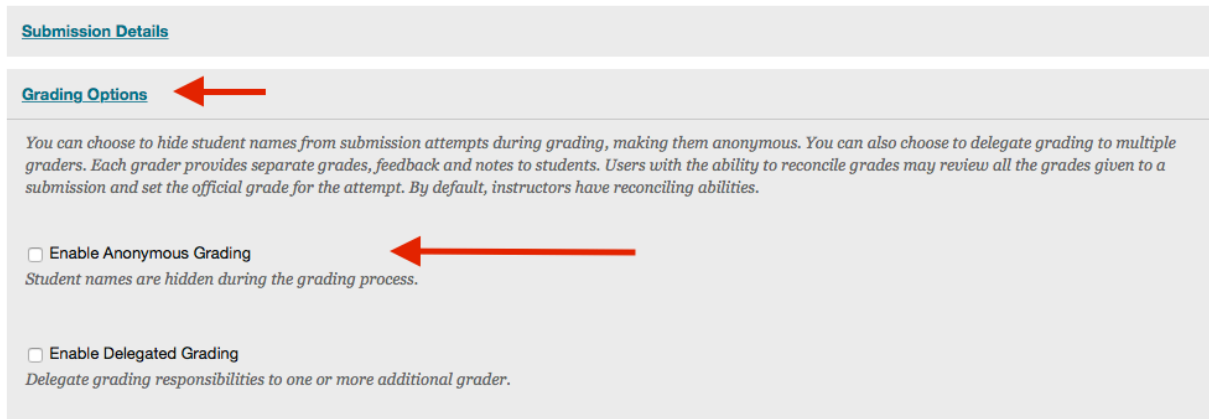
You can enable Blackboard to hide student names so that you can grade anonymously.

There are two ways to enable anonymous grading of an assignment:

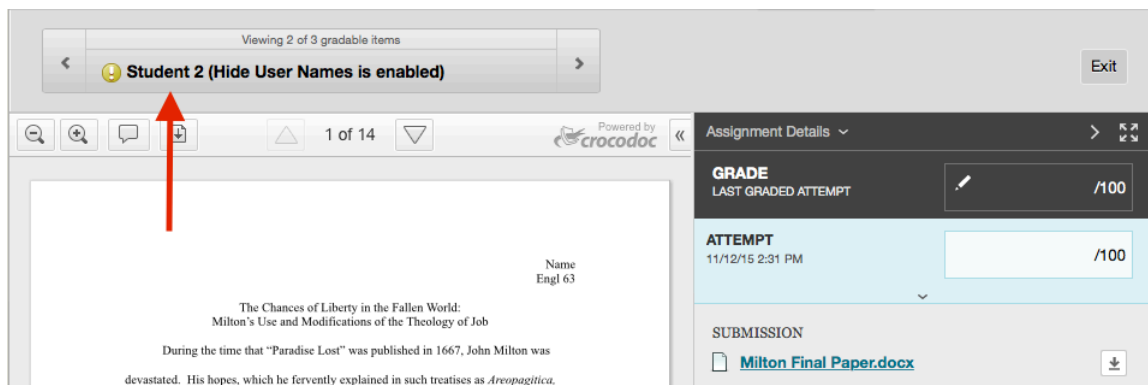


A. How to set anonymous grading when creating an assignment:

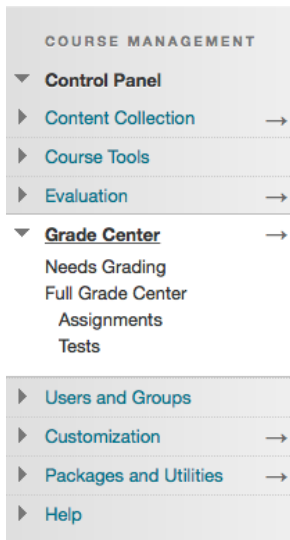
1. Click **Assignment** under the **Assessments** tab (For more on creating an assignment, see our [PDF Walkthrough](#) and [Video Guide](#)).
2. Scroll down and select the **Grading** options. Then, click on the box named **Enable Anonymous Grading**.



3. By selecting this option, student names will be hidden in the Inline Grading Module (See our Inline Grading [PDF Walkthrough](#) and [Video Guide](#)).



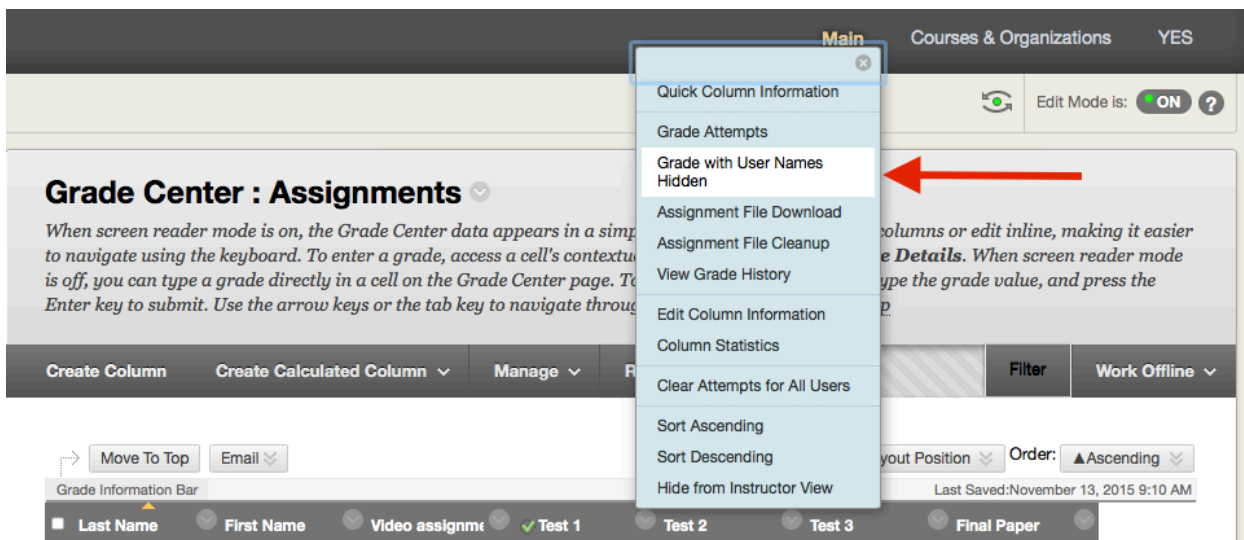
B. How to set anonymous grading in the Grade Center after assignments have been submitted:



1. First, go to the **Grade Center** tab on the **Control Panel** drop down menu on the left side of the course homepage, and click the area where you will find the column for the item you wish to grade: the **Full Grade Center, Assignments, or Tests**.

2. Find the column for the item (i.e. the test or assignment) that you wish to grade.

3. Click the downward facing arrow next to the column's name and select **Grade with User Names Hidden**.



4. You will then be taken directly to the in-line grading application (see our [Inline Grading PDF Walkthrough](#) and [Video Guide](#)), but rather than seeing the student's name in the box above the assignment, you will only see "Student (Hide User Names is enabled)." To preserve anonymity, be sure to instruct your students not to place their names on the assignments themselves.



5. After you have graded the items, you will be able to see which student each item belongs to in the Grade Center.

<input type="checkbox"/>	Last Name	First Name	Availability	Test 1
<input type="checkbox"/>	Coble	Richard	Available	89.00

6. To view the entire assignment, with the student's name in the inline grading feature, click the arrow beside the grade and select the attempt you would like to view.

