

With Inline Grading, instructors can view, comment on, and grade student-submitted files “inline,” meaning in the web browser, without leaving the Grade Assignment page. Annotation tools are available as part of the inline viewer, enabling instructors to provide feedback – comments, highlights, and even drawing/annotation – directly on the inline view of the document. When students view their submitted attempts, they see the converted document in an inline viewer (as well as any annotations the instructor may have added). Students cannot edit instructor annotations or add their own annotations. Inline Assignment Grading can convert, display, and annotate Word, PowerPoint, Excel, and PDF file formats. If an unsupported file type has been submitted, the instructor will be prompted to download the file and inline viewing is not available.

Annotating an Assignment with Inline Grading

1. From the Control Panel, click on **Full Grade Center**.
2. Locate the assignment column and choose **Attempt** from the drop-down menu for a particular student. The inline grade viewer and grading panel will appear as shown below.
3. To begin annotating, click **Comment** to display the annotation toolbar.

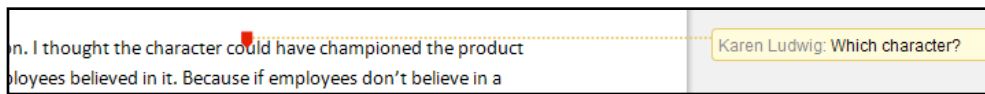
The screenshot shows the Blackboard interface for grading a homework assignment. At the top, it says "Grade Assignment: Homework 1" and provides instructions on how to assign a grade and provide feedback. Below this, there are buttons for "Jump to...", "Hide User Names", and "Refresh". The user is identified as "Joseph Gabbard (Attempt 1 of 1)" and the view is set to "Full Grade Center". A red arrow points to the "Comment" button in the toolbar. The main area displays a document titled "[Recipe Title]" with a handwritten "B+" grade. The document content includes fields for "Ingredients" and "Directions". To the right, there is a "Comments & Markups" panel with a list of comments and a "SUBMISSION" panel showing the document "Recipe card.docx".

Annotation Tools

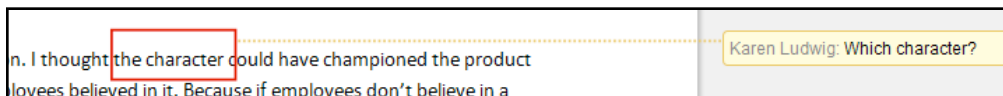
The tools available for annotation are:



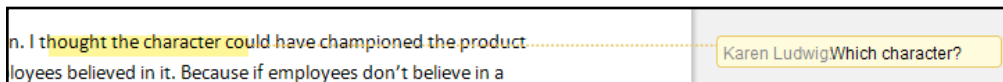
- **Comment:** Insert a comment in the sidebar to the right. There are three ways to comment:
 - **Point comment:** where a pointer is inserted into the document, and the comment is attached to that pointer.



- **Area comment:** where a red box is drawn around a particular area of the document, and the comment is attached to that area.



- **Text comment:** where the instructor can highlight text, and the comment is attached to the highlighted text.



- **Draw:** Free-form draw on the document in different colors.
- **Highlight:** Highlight text in the document in different colors.
- **Text:** Insert text boxes with text directly into the document.
- **Strikeout:** Cross-out text in the document.

Important Note:

Annotation sessions expire after an hour, so if an instructor takes longer than an hour to annotate a document, annotations made after the session expiration may not be saved. It is recommended that you use the **Save Draft** option periodically while grading to prevent the session from expiring and the potential loss of any comments.

Grading the Assignment

To grade the assignment, enter grade details and any additional feedback in the Assignment Details area to the right of the Inline Grading document. In this area, you can:

1. Enter a grade for the assignment.
2. If there are additional multiple attempts for the assignment, a drop-down list will appear here and you can view/select additional attempts. Click the attempt to load the submission in the inline viewer and update the sidebar with the appropriate attempt-related data.
3. Enter feedback that the student can see. Files can be attached to the feedback, and the Feedback field can be expanded to take advantage of the full Content Editor capabilities, including leaving video comments using the Video Everywhere feature.
4. Add Notes that are private (not visible to the student).
5. You also have the option to download the originally submitted file. If more than one file was submitted for the attempt, all files are available here.
6. Expand Assignment Details to show the assignment name, due date, and class statistics

Be sure to click **Submit** when you have finished annotating and entering grade information to post the grade to the Grade Center.

The screenshot shows the 'Assignment Details' sidebar in Blackboard. At the top, it displays 'GRADE' with a pencil icon and '85 / 100'. Below this, it shows 'Last Graded Attempt' with a date and time '12/3/13 12:46 PM' and 'Attempt' with a score '85 / 100'. The 'FEEDBACK - SHOWN TO LEARNER' section contains a text area with 'Nice paper.' and a character count of 11. There are icons for adding attachments and a note. At the bottom of the feedback section are 'Cancel', 'Save Draft', and 'Submit' buttons. The 'SUBMISSION' section shows a file named 'Recipe card.docx' with a download icon.