

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.

Grade Assignment: Homework 1

Assign a grade and feedback for the current assignment attempt. Override the overall grade for the assignment by clicking the pencil icon in the grade field. Use the arrow buttons to navigate through or grade the attempts in the queue one at a time. If multiple attempts for a test have been allowed, a Student's grade is not released until all of the attempts have been graded. Click **Hide User Names** to grade attempts anonymously. Click **Show User Names** to display user information. [More Help](#)

Jump to... Hide User Names Refresh

User: Joseph Gabbard (Attempt 1 of 1) ✓ View: Full Grade Center Exit < 1 of 1 >

Assignment Instructions

Assignment Details

Comments & Markups

GRADE

12/3/13 12:46 PM Attempt

SUBMISSION

Comment

1 of 1

Powered by crocodoc

Page 1

Drawing

This is an excellent observation.

introductory

ingredient

correct spelling

This is another comment by your instructor

85 / 100

85 / 100

Recipe card.docx

[Recipe Title]

[Type any descriptive text about the recipe here. This recipe template can be used to make handy recipe cards that can be passed on for many generations.]

Ingredients:

Directions:

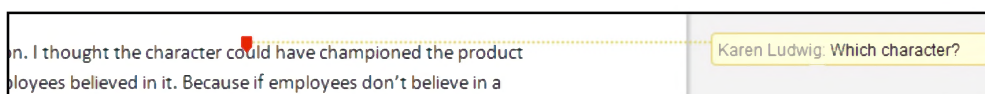
B+

Annotation Tools

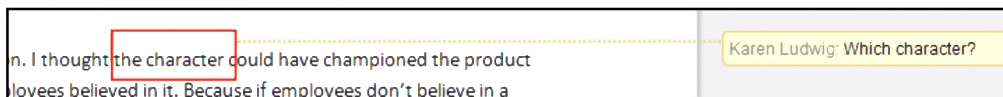
The tools available for annotation are:



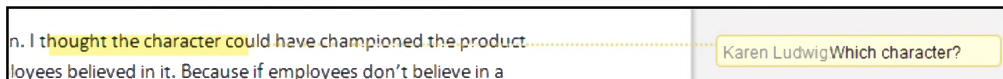
- **Comment:** Insert a comment in the sidebar to the right. There are three ways to comment:
 - **Point comment:** where a pointer is inserted into the document, and the comment is attached to that pointer.



- **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 says 'Assignment Details' with a dropdown arrow. Below that, the 'GRADE' section shows 'Last Graded Attempt' with a grade of '85 / 100' and an edit icon. The next section shows the attempt date and time '12/3/13 12:46 PM' and the attempt number 'Attempt' with a grade of '85 / 100'. The 'FEEDBACK - SHOWN TO LEARNER' section contains a text area with 'Nice paper.', a character count of '11', and icons for adding attachments and notes. Below the feedback section are 'Cancel', 'Save Draft', and 'Submit' buttons. The 'SUBMISSION' section at the bottom shows a file named 'Recipe card.docx' with a download icon.