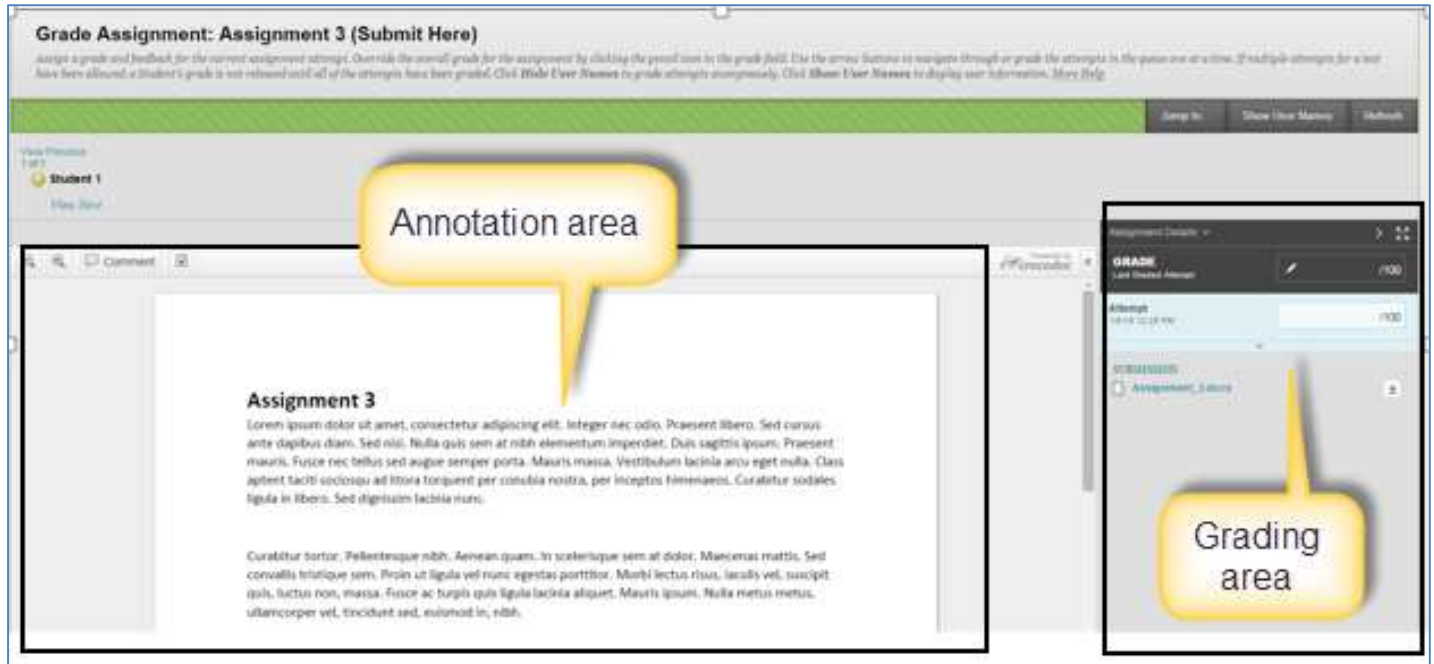


# INLINE GRADING IN BLACKBOARD SP14

**Inline Grading** is the process of accessing, annotating, grading and returning student assignments all on one screen within Blackboard. This document explains how the process works and some known issues with Blackboard Service Pack 14.



Grade Assignment View with the inline features

## Requirements

In order to use the annotation feature, students must submit assignments in MS Word, MS Excel, MS PowerPoint or Adobe Acrobat formats. Supported formats: \*.doc, \*.docx, \*.xls, \*.xlsx, \*.ppt, \*.pptx, \*.pdf

## Known Issues

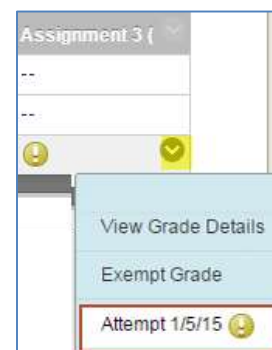
- The “annotation session” expires after one hour. Instructors need to save their work (“Save Draft” in the grading area) if they take longer than an hour revising and annotating student work.
- At this moment, the tool does not work with Safe Assign, Self & Peer, Forums, Content Collections and Mobile Learn.

## Process

From the Grade Center, look for assignments that “Needs Grading” (Exclamation mark icon)

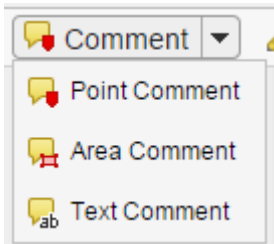
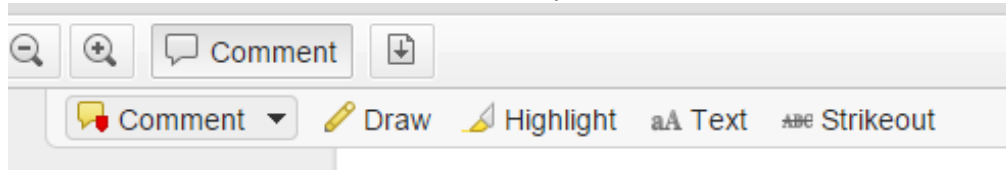
Mouse over the assignment row and click on the arrow for more options. Find the attempt to grade.

The attempt will open in the Grade Assignment view with the inline features



## Annotation Area

Click on 'Comment' in the Inline toolbar to expand the annotation tools.



These tools add comments to the side of the document.

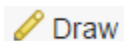
**Point Comment:** Add a comment to a specific point in the document.

**Area Comment:** Draw a shape in the document

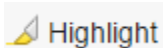
**Text Comment:** Use it to select text .



**Download:** Tool to download documents in the original format, or a PDF file if annotations have been added. This button is also available for students when they review their submission.



**Draw** directly in the student submission with the option to use different colors



**Highlight** selected text in document

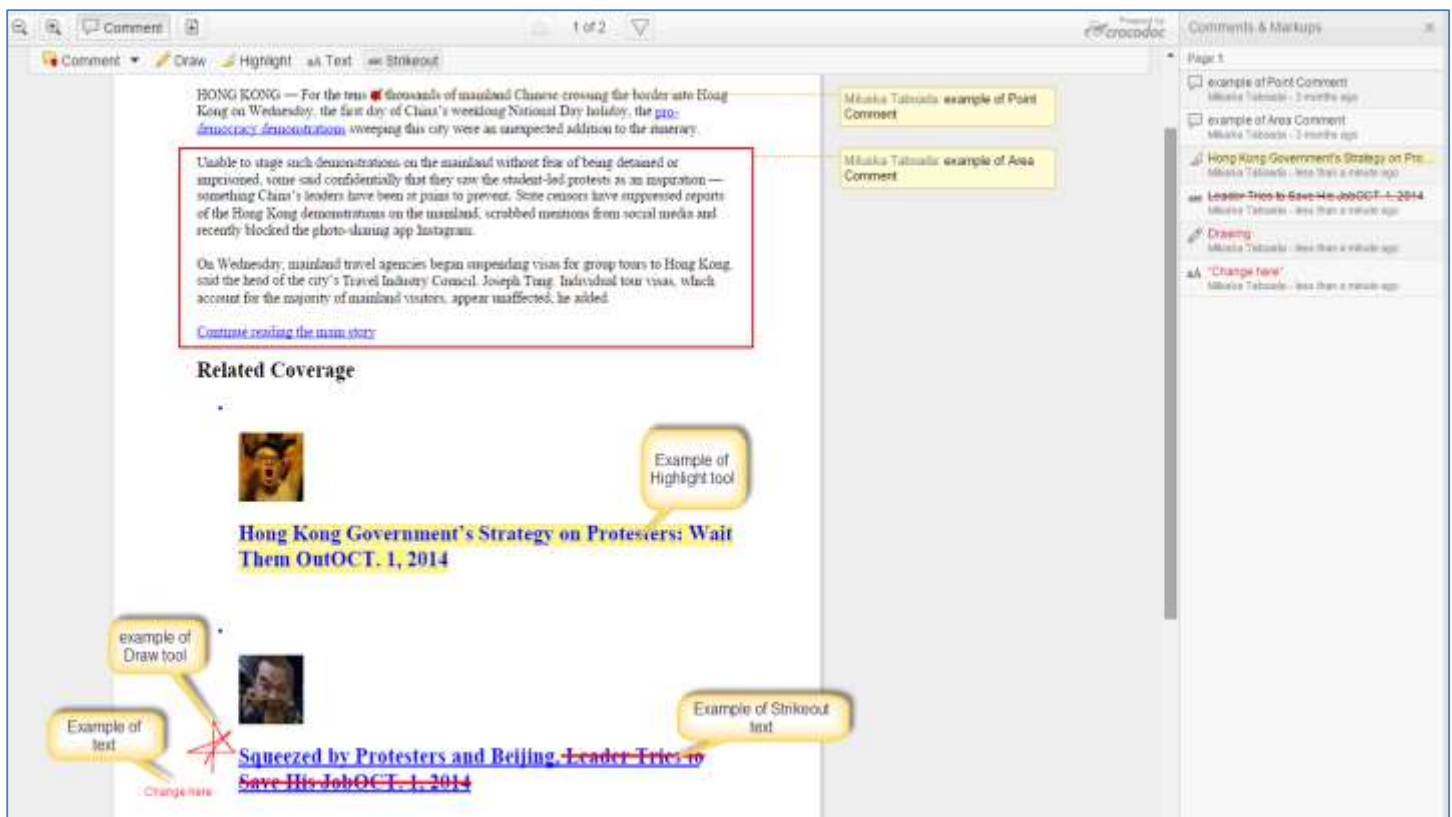


**Text:** Add text to the document



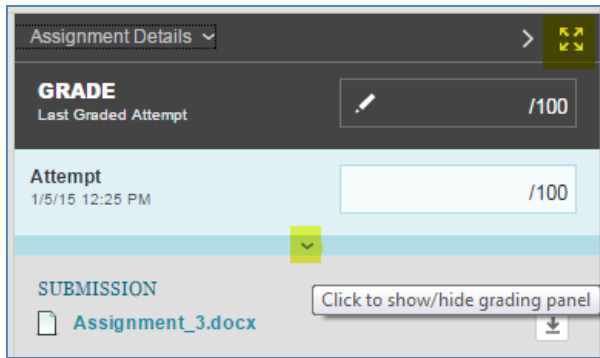
**Strikeout** text in the document

Example of annotation tools:



## Grading Area

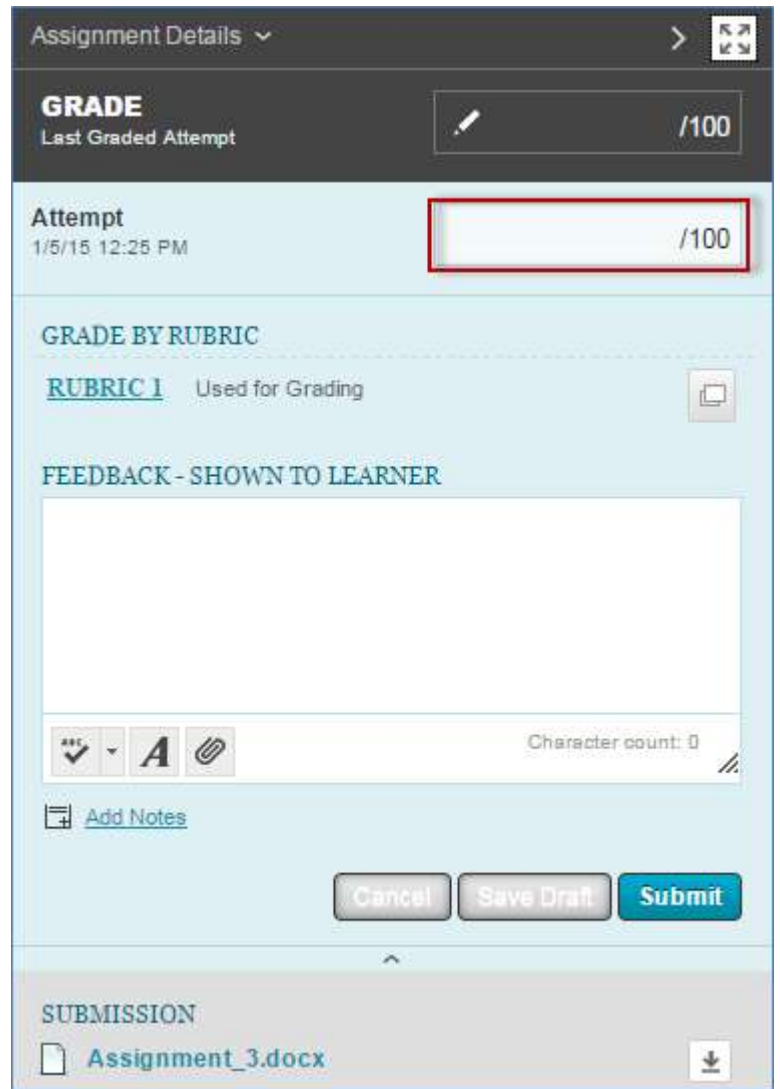
The Grade can be added in the “**Assignment Details**” sidebar. You may expand the Attempt details by clicking on the down arrow and the “divergent arrows” icon



Default View

Notice that a few more options are available in the expanded view:

- **Attempt** field: enter initial grade here.  
  
Do not enter the initial grade in the field labeled “**GRADE** Last Graded Attempt”. It should only be used if you are intending to override the grade.
- **Grade by Rubric** will be an option only if you created a rubric in Blackboard. Click on the rubric name to grade using the rubric.
- **Feedback** field to provide overall feedback to students.
- Clicking on the A icon under feedback will open the full text editor and will allow feedback to be entered with rich text including hyperlinks.
- **Add Notes** is a link for private grading notes, not visible to students.



Expanded View

### Very Important:

If you take longer than 60 minutes using the annotations tool, click on “**Save Draft**” to keep your work. (Save Draft is the button next to “Submit”)

Click **Submit** when done grading.