

Blackboard *Inline Grading* Quick Guide

Inline Assignment Grading

With **Inline Grading**, you can view, comment, and grade student-submitted assignment files without leaving the Grade Assignment page. When you view a document submitted in an assignment, that document is converted to a format that is viewable inside the web browser. Supported document types that can be displayed are Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), PDF (PDF), and many media types, including WAV, MP3, MOV, MP4, HTML, CSS, JPG, PNG, and more. Formatting and embedded images of the original document are preserved in the conversion.

Some file types (DOC, DOCX, PPT, PPTX, PDF, AI, BMP, DCM, EPS, GIF, PNG, PS, PSD, SVS, TGA, TIF, and TIFF) can also have annotations and comments added.

The screenshot displays the Blackboard interface for inline grading. On the left, a document titled "Sociological Imagination: DRINKING COFFEE" is shown with yellow highlights and blue comment bubbles. A comment from Cathy Chu is visible, asking "What social rituals are you referring to?". The right sidebar, titled "Assignment Details", shows the current grade as "/100" and the attempt date as "9/27/17 1:05 PM". It also displays the "General Essay Evaluation" rubric and a feedback message: "Your paper on drinking coffee is a great improvement since your last work. Please see my comments and I look forward to discussing them in class." The sidebar includes buttons for "Cancel", "Save Draft", and "Submit".

Add Comments

Select the **Point Annotation** icon in the toolbar to type comments in any place on the document. Comments are identified by a blue conversation bubble.

Highlight Text

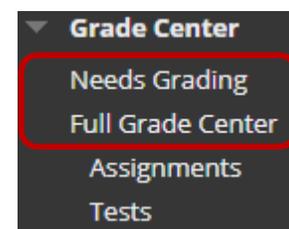
Click and drag to highlight text, then choose to highlight or highlight and add a comment.

Inline Grading Sidebar

Grade the submission from the inline grading sidebar. View the assignment details, grading rubric, and each attempt. Provide an overall grade and feedback.

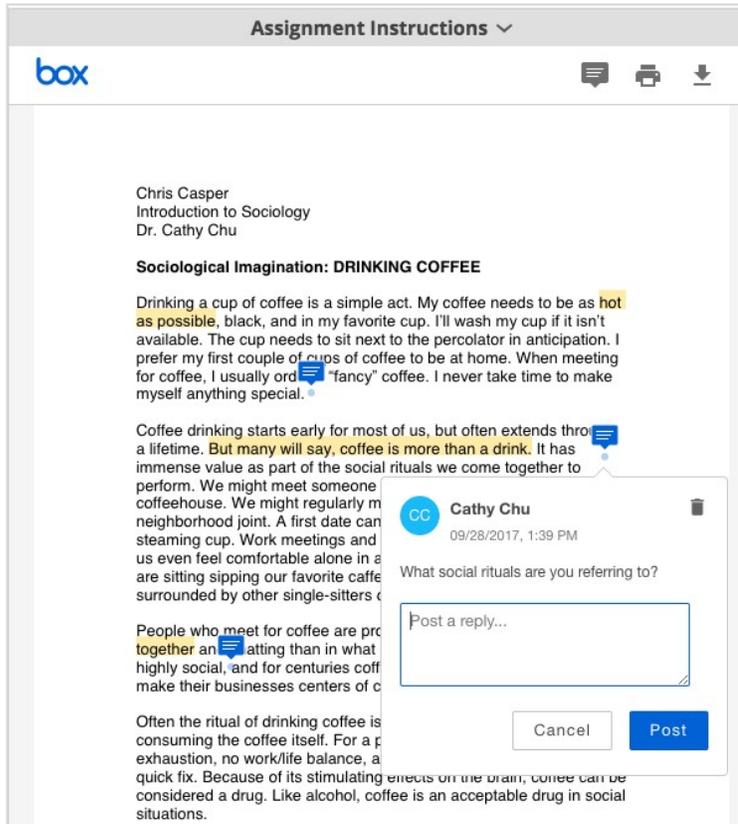
Accessing the Grade Assignment Page

To take advantage of the inline grading feature, simply navigate to your students' submissions in the **Needs Grading** area, or in the **Full Grade Center**.



Grading an Assignment with Inline Grading

When grading with the inline workflow, you are able to provide comments and annotations in the left pane, and provide overall feedback and a grade in the right pane. See the introduction on the other side for a list of compatible file types.



Creating a Point-Based Comment

Point-Based Comments can be added anywhere within a compatible file and are identified to students by blue conversation bubbles.

1. Open a student submission for grading
2. Click the **Point Annotation Mode** icon in the toolbar (the conversation bubble)
3. Click anywhere in the file where you would like to place a comment
4. Type your comment and click the **Post** button

Highlight Text and Add a Comment

In addition to point-based comments, you can highlight specific passages of text and optionally add a comment.

1. Open a student submission for grading
2. Click anywhere within the file and drag to select a passage of text
3. Select either **Highlight Text** or **Add Comment to Highlighted Text**
4. If adding a comment, type your comment and click the **Post** button

Inline Grading Features

The inline grading sidebar to the right allows faculty to **grade** the assignment and **add feedback** for students without leaving the page.

To add an **overall grade** to the assignment, enter the grade in the attempt box. This will be the student's current grade.

If a rubric was enabled for the Assignment, open the **rubric** to record the student's achievement on each criteria. Blackboard will calculate an attempt grade based on the rubric.

Provide feedback for students with general comments in the text box in the lower right corner.

After you have finished annotating and grading a submission, click the **submit** button in the lower right corner.

Students will be able to **view their grade**, your **comments** and your **feedback** in My Grades.

