



# 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 converted are Word (DOC, DOCX), Power-Point (PPT, PPTX), Excel (XLS, XLSX), and PDF (PDF). The converted document is displayed in a viewer on the Grade Assignment page. Formatting and embedded images of the original document are preserved in the conversion.

Note: Assignment submissions created with the content editor are not compatible with inline grading. Submissions of this type show in the window, but annotation is not available.

The screenshot shows the Blackboard inline grading interface. On the left, a document titled "Youth in Motion" is displayed with a green circle around the letter 'B' and a blue circle around a section of text. A toolbar at the top includes options for Comment, Draw, Highlight, Text, Strikeout, and Draw tool. On the right, the "Inline Grading Sidebar" shows the current grade as 80/100, the submission name "Youth in Motion- Team Plans.docx", and a "Grader Feedback" section with a character count of 33. A "Review and Comment" callout points to a comment box containing the text: "Jeff Geronimo: Can you clarify this please?" and "Jeff Geronimo: I would change this title".

### Inline Viewer Toolbar

Zoom contents of the document in or out; open the annotation tools menu; download the document; and move from page to page

### 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.

### Review and Comment

Review and comment directly in the document

### 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**.

The navigation menu shows a tree structure with the following items: Evaluation, Grade Center (expanded), Needs Grading (highlighted), Full Grade Center, Assignments, Tests, and Users and Groups.

## Grading an Assignment with Inline Grading

When grading with the new 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.

User: John Boynton (Attempt 1 of 1)

View: Full Grade Center

Download file

Annotation Tools

Overall, you are looking forward to your final draft.

Download file

### Adding Inline Comments to Documents

1. To **add a comment** to the document, start by clicking on the “comment” button in the inline viewer toolbar. An annotation tools menu will appear.
2. Clicking on the down arrow next to the comment button gives you the option to add a **point comment**, an **area comment**, or a **text comment**.
3. The annotation tool menu also allows you to **draw**, **highlight**, **add text**, and **strikeout** existing text directly on the document.
4. On the right of the annotations tool bar, you are able to **change the color** of your highlighted text to suit your preference.
5. You are able to **download** the file by clicking on the button in the tool bar that looks like a page with a down arrow. This gives you the option to download the file with or without the annotations that were added.

### Adding Inline Comments to Documents

1. The inline grading sidebar to the right allows faculty to **grade** the assignment and **add feedback** for students without leaving the page.
2. For your reference, you are able to view **assignment details** by clicking on the “assignment details” section at the top of the sidebar.
3. To add an **overall grade** to the assignment, enter the grade in the attempt box. This will be the student’s current grade.
4. To alter the grade of **previous attempts**, use the button that looks like a pen in the “last graded attempt” box. This will allow you to type in a new grade to override previous attempts.
5. Instructors are able to **provide feedback** for students in the text box in the lower left corner.
6. After you have finished annotating and grading a submission, click the **submit** button in the lower left corner.

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Assignment Details

GRADE  
Last Graded Attempt 80/100

ATTEMPT (LATE)  
4/24/13 10:18 AM 80/100

SUBMISSION  
Youth in Motion- Team Pla

COMMENTS  
Grader Feedback  
4/24/13 2:27 PM  
See my comments in your document.  
Character count: 33

Save as Draft Submit

Override previous grades

Enter current grade

Enter overall feedback