



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 displays the Blackboard inline grading interface. At the top, it shows the user 'Golda Meir (Attempt 1 of 1)' and the view 'Full Grade Center'. The document viewer shows a document titled 'Youth in Motion' with a green 'B' grade circled. The toolbar includes options for Comment, Draw, Highlight, Text, Strikeout, and Draw tool. The sidebar on the right shows 'Assignment Details' with a 'GRADE' of 80/100 and 'ATTEMPT (LATE)' of 80/100. Below this, there is a 'SUBMISSION' section with the file 'Youth in Motion- Team Plans.docx' and a 'COMMENTS' section with a 'Grader Feedback' section. A 'Review and Comment' callout points to two yellow comment boxes: '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 'Evaluation' and 'Users and Groups' as main categories. Under 'Evaluation', there is a sub-menu 'Grade Center' which is expanded to show 'Needs Grading' (highlighted with a box), 'Full Grade Center', 'Assignments', and 'Tests'.

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.

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.