

Faculty Development and Instructional Design Center 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.

Assignment Instructions \checkmark			Assignment Details ~		
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				ATTEMPT 9/27/17 1:05 PM	/100
Drinking a cup of coffee is a simple as possible, black, and in my favorii available. The cup needs to sit next prefer my first couple of cups of cof for coffee, I usually ord "fancy" of myself anything special.	Introduction to Sociology Dr. Cathy Chu Sociological Imagination: DRINKING COFFEE Drinking a cup of coffee is a simple act. My coffee needs to be as hot as possible, black, and in my favorite cup. I'll wash my cup if it isn't available. The cup needs to sit next to the percolator in anticipation. I prefer my first couple of cups of coffee to be at home. When meeting for coffee, I usually ord i fancy" coffee. I never take time to make			Grade by rubric <u>General Essay Evaluation</u> Used for Grading Feedback to Learner For the toolbar, press ALT+F10 (PC) or ALT+F Your paper on drinking coffee is a great im since your last work. Please see my comme look forward to discussing them in class.	provement
a lifetime. But many will say, coffee immense value as part of the social perform. We might meet someone coffeehouse. We might regularly m neighborhood joint. A first date can steaming cup. Work meetings and us even feel comfortable alone in a are sitting sipping our favorite caffe surrounded by other single-sitters of People who meet for coffee are pro together an stating than in what highly social, and for centuries coff	is more than a drink. It has 🛛 🌄	g to?	I	Add Notes	aft Submit
make their businesses centers of c Often the ritual of drinking coffee is consuming the coffee itself. For a p exhaustion, no work/life balance, a	Cancel	Post		Submission Submission Sociological imagination Chris Casper.	docx 🛓

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

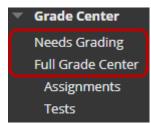
Click and drag to highlight text, then choose to highlight or highlight and add a comment.

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.

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	Chris Casper Introduction to Sociology Dr. Cathy Chu Sociological Imagination: DRINKI Drinking a cup of coffee is a simple as possible, black, and in my favorit available. The cup needs to sit next prefer my first couple of cups of coff for coffee, I usually ord for most a lifetime. But many will say, coffee immense value as part of the social perform. We might meet someone coffeehouse. We might regularly m neighborhood joint. A first date can steaming cup. Work meetings and us even feel comfortable alone in a are sitting sipping our favorite caffe surrounded by other single-sitters of People who meet for coffee are pro together an atting than in what highly social, and for centuries coff make their businesses centers of c Often the ritual of drinking coffee is consuming the coffee itself. For a p exhaustion, no work/life balance, a quick fix. Because of its stimulating considered a drug. Like alcohol, coff situations.	act. My coffee needs to be e cup. I'll wash my cup if i to the percolator in anticip ee to be at home. When r soffee. I never take time to of us, but often extends t is more than a drink. It ha rituals we come together CC Cathy Chu 09/28/2017, 1:39 P What social rituals are yo Post a reply Can	it isn't pation. I meeting o make hro is to M u referrin	ig to? Pos	i i			

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
- 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.

Assignment Details ~			> 5
GRADE LAST GRADED ATTEMPT		•	/100
ATTEMPT 9/27/17 1:05 PM			/100
Grade by rubric			
General Essay Evaluation	on Used t	for Grading	
Feedback to Learner			
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