Inline Assignment Grading using Blackboard Annotate

This job aid will review how to use the inline grading tool in Blackboard, **Annotate,** to view students -submitted files while in Blackboard and provide feedback and comments directly into the file for the student to review.
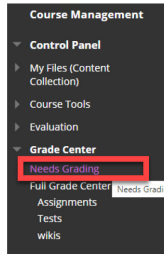
Standard submission types, such as Word (doc & docx), PowerPoint, Excel and PDF files are currently supported. Please view the link below on the Blackboard website for the most current information and additional support.

Note: **Annotate** sessions expire after one hour. You'll receive a warning message before your session expires. Your completed annotations, feedback, and files are saved on the page and you can resume working when you return.

- You can access the inline grading feature, **Annotate**, in two ways:
  1. The first is from the **Needs Grading** page.
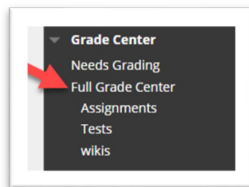   - In the left side navigation panel, under the **Grade Center**, click **Needs Grading**.

     - Find a submission you would like to review and click on the file name.

     - The inline grading tool will open, showing the toolbar. See information on the toolbar on the next page.

  2. The second way to access the inline grading tool is through the **Full Grade Center**.
     - Click on the **Full Grade Center** from the left side navigation panel as shown below.

     - Find the item you would like to grade in your gradebook, needs grading items are indicated by a yellow exclamation mark icon as shown below.
     - Click the arrow to the right to show the context menu and click on the Attempt item you would like to review.
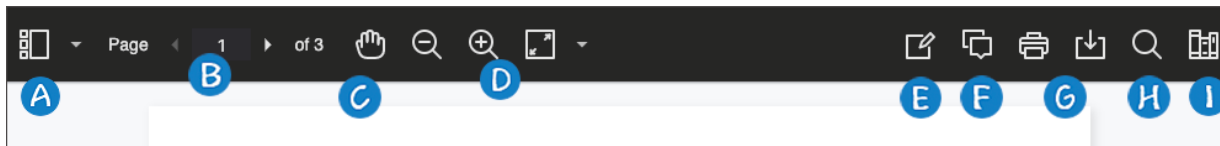

     - This will open the inline grading tool. See below for information about the toolbar.

Inline Assignment Grading using Blackboard Annotate (cont.)

- The toolbar for inline grading is shown below with an explanation for each labeled feature. Information from Blackboard website, click here to access and view.

  Bb Annotate is supported on current versions of Firefox, Chrome, Edge, and Safari.

A. **Sidebar**: View Thumbnail, Outline, or Annotation views of the submission.
B. **Pages**: Use the arrows to jump to different pages in the submission.
C. **Pan**: Move the submission on the page.
D. **Zoom and Fit**: Zoom in and out of the submission or adjust the view to fit the page, fit the width, or select the best fit.
E. **Annotation tools:** Select each tool to view the tool properties. Include drawing, brush, eraser, image or stamp, text, and shapes. More information below.
F. **Comment**: Provide feedback in comments. Your comments appear in a panel next to the submission. Students can access the annotated files but won't be able to add annotations in their submissions.
G. **Print or Download:** Print or download the submission with the annotations.
H. **Search**: Search the submission for specific text.
I. **Content Library**: Create a bank of reusable comments. You can add, edit, delete, and search comments in the library. You can also add a comment directly to the submission page from the menu. Select the plus sign to add a new comment to the Content Library. You can Place comment, Copy to Clipboard, Edit, or Delete content from the library. Type keywords or phrases to search for saved comments.

Highlighter: Select specific portions of the submission to highlight. As you highlight text on the submission, an additional menu opens. You can highlight, strikethrough, underline, squiggle, or comment on the highlighted section.

Annotation tools: Select each tool to view the tool properties.

- **Drawing**, **Brush**, and **Eraser**: Draw freehand on the submission with various colors, thickness, and opacity. Select the eraser to remove annotations. You can erase parts of a freehand drawing with the eraser or select the Delete icon to delete the whole drawing.

- **Image** or **Stamp**: Choose a preloaded stamp or create your own customized stamp or image to add to the submission.

- **Text**: Add text directly on the submission. You can move, edit, and change the text and select the font, size, alignment, and color of the text.

- **Shapes**: Choose Line, Arrow, Rectangle, Ellipse, Polygon, and Polyline. Each shape has its own settings to change the color, width, opacity, and more.

For more information and supported file types, visit the Blackboard website:
https://help.blackboard.com/Learn/Instructor/Assignments/Grade_Assignments/Bb_Annotate

View a YouTube video on Blackboard Annotate here (02:02)