SYRACUSE UNIVERSITY | answers
Inline Grading for Assignments

last modified on Feb 12, 2016

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Topic Overview

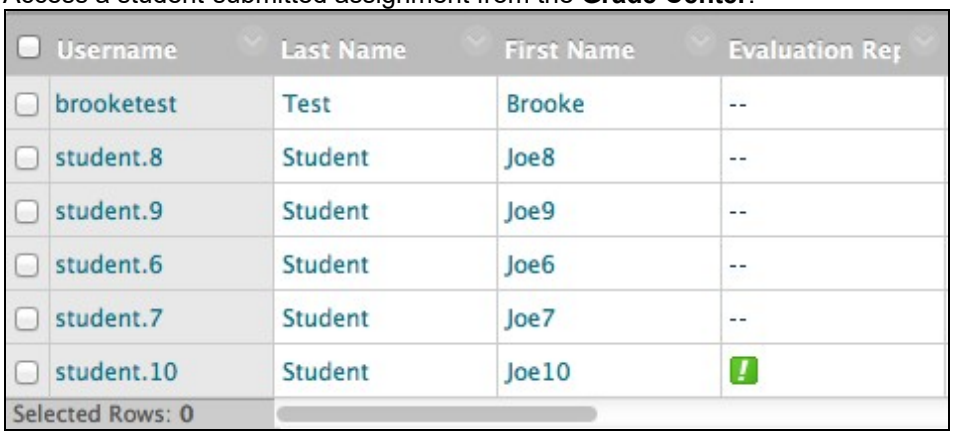
You can view, comment, and grade student-submitted files without leaving the Grade Assignment page. When you view an attached document submitted in an assignment, that document is converted to a format that is viewable inside the web browser. Supported document types that can be converted are Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), and PDF (PDF). The converted document is displayed in a viewer on the Grade Assignment page. Formatting and embedding images of the original document are preserved in the conversion.



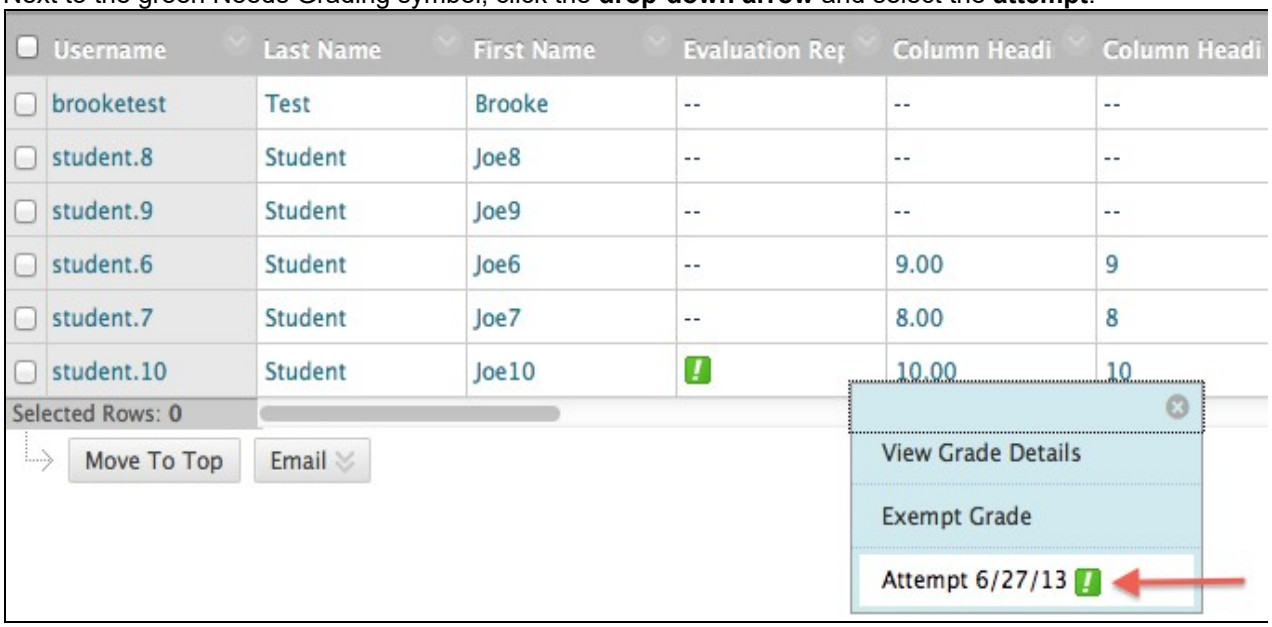
Assignment submissions created using the text box editor are not compatible with inline grading. Submissions of this type show in the window, but annotation is not available.

Steps

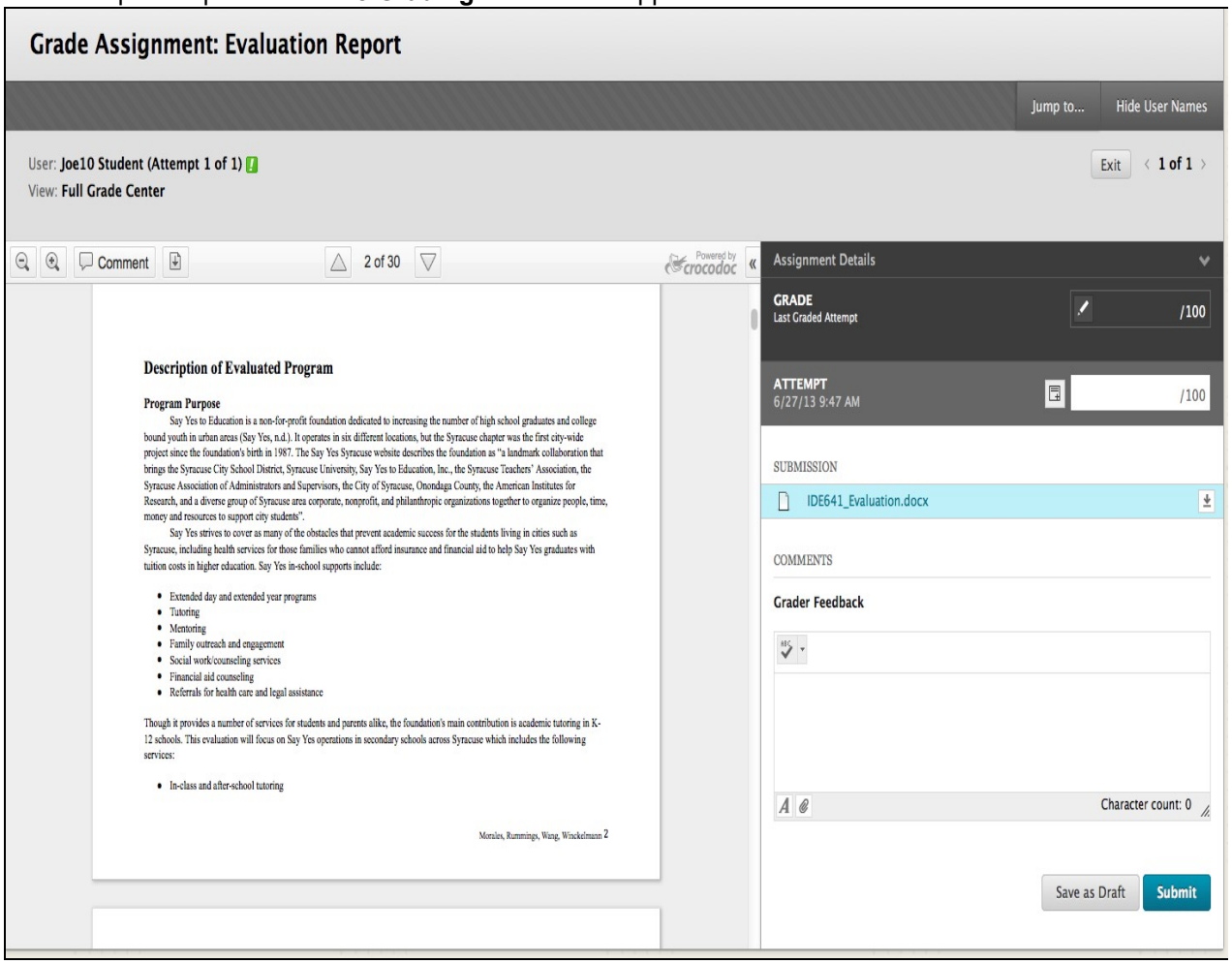
1. Access a student-submitted assignment from the **Grade Center**.



2. Next to the green Needs Grading symbol, click the **drop-down arrow** and select the **attempt**.



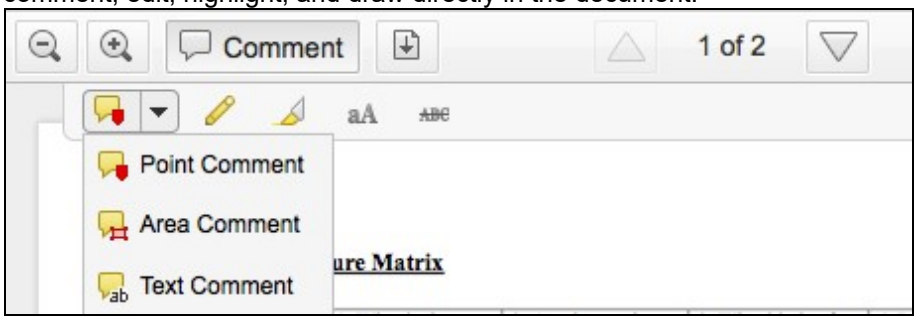
3. The attempt will open and **Inline Grading** features will appear.



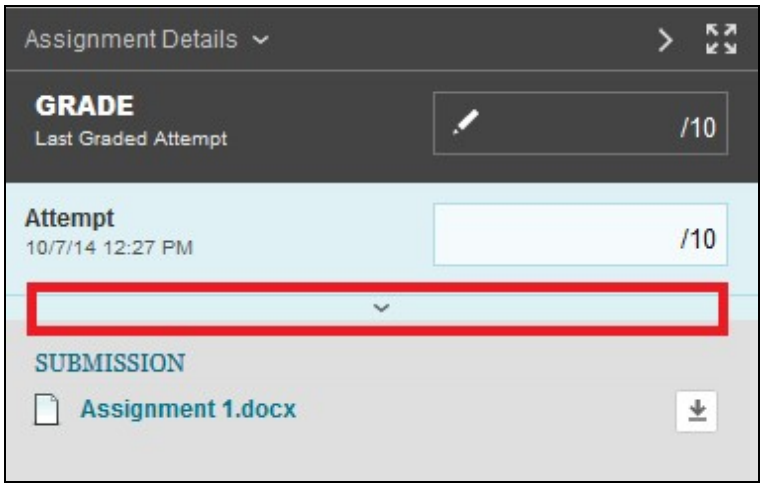
4. Use the **Inline Viewer Toolbar** to zoom the contents of the document in or out, open the annotation tools menu to comment in the document, download the document, and move from page to page. You can review and comment directly in the document.

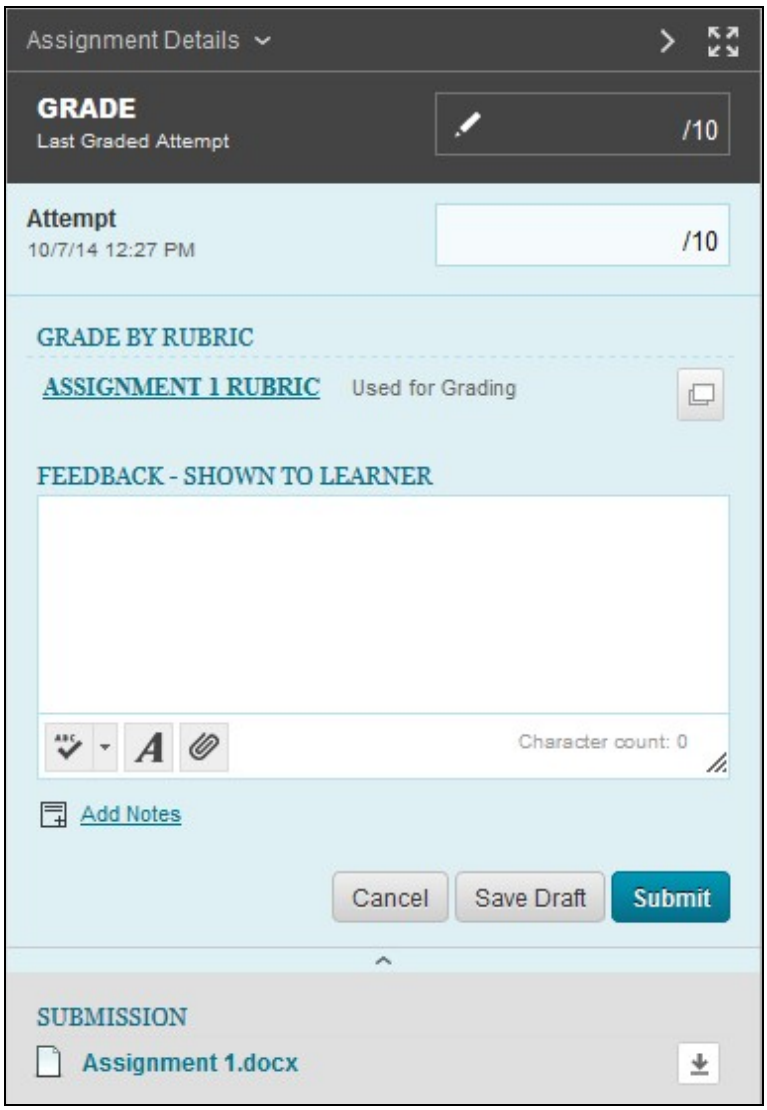


5. Click **Comment** in the Inline Viewer Toolbar to expand the **Annotation Tools**. Select an annotation tool and comment, edit, highlight, and draw directly in the document.



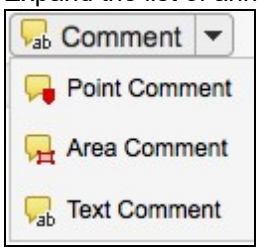
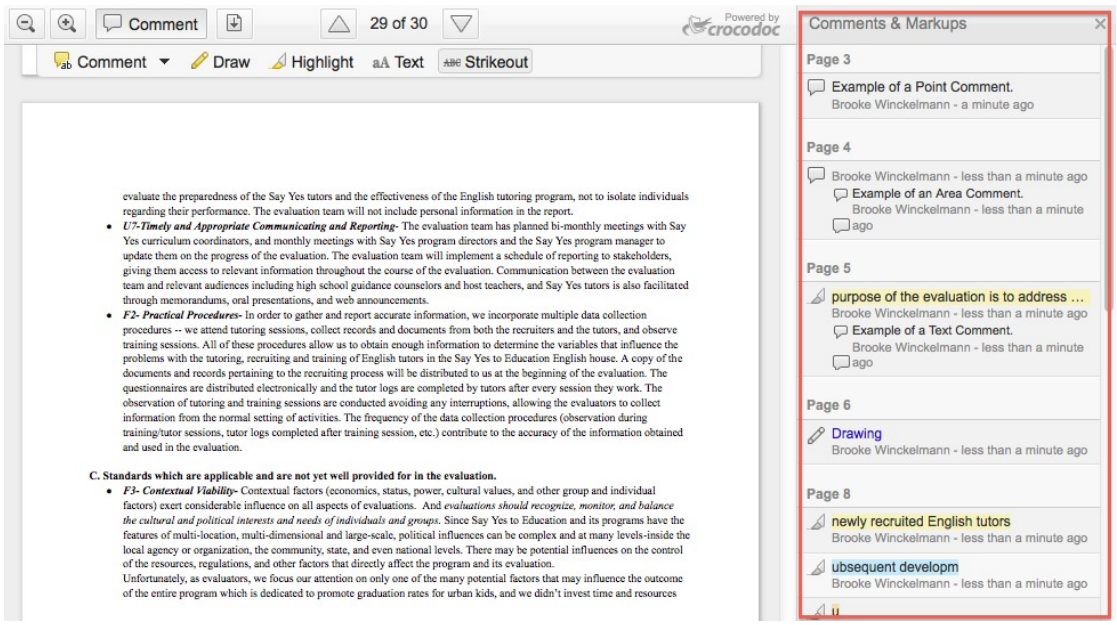
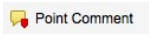
6. The submission can be **graded** from the **Inline Grading Sidebar**. Expand the Grading Sidebar by clicking within the red box. From here you can view the assignment details, the grading rubric, and each attempt. You can type an overall grade and grades for each attempt, as well as provide feedback to your students and fill out rubrics attached to the assignment.

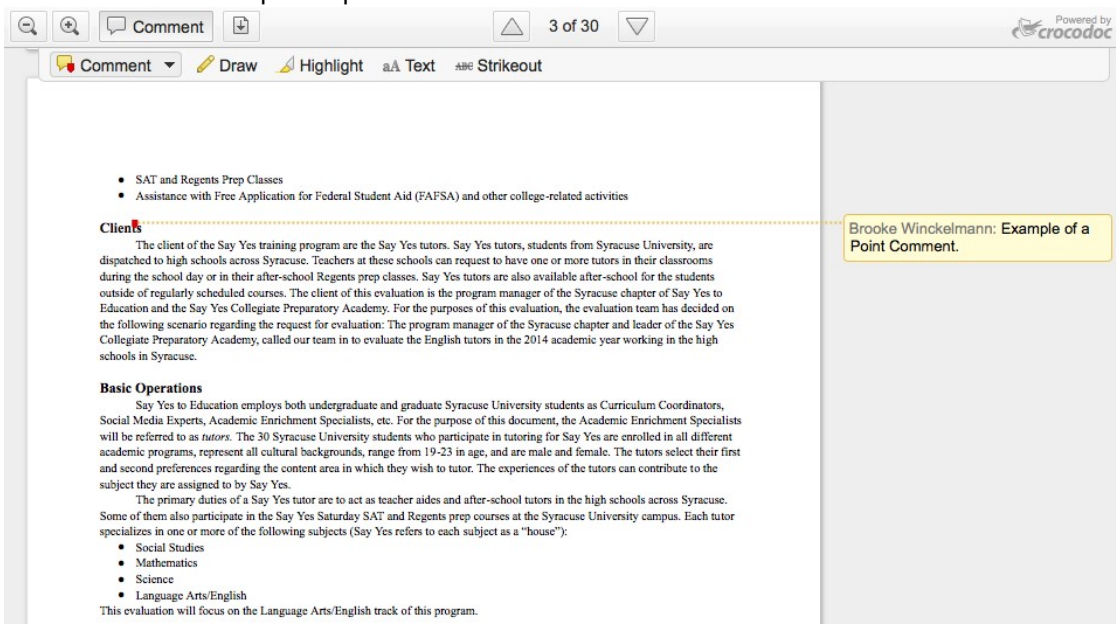
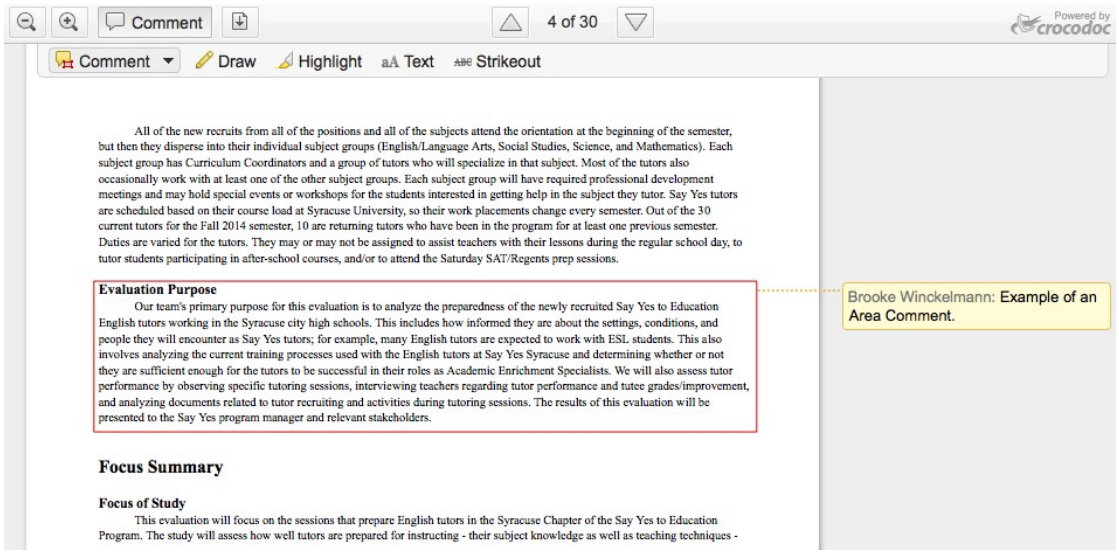


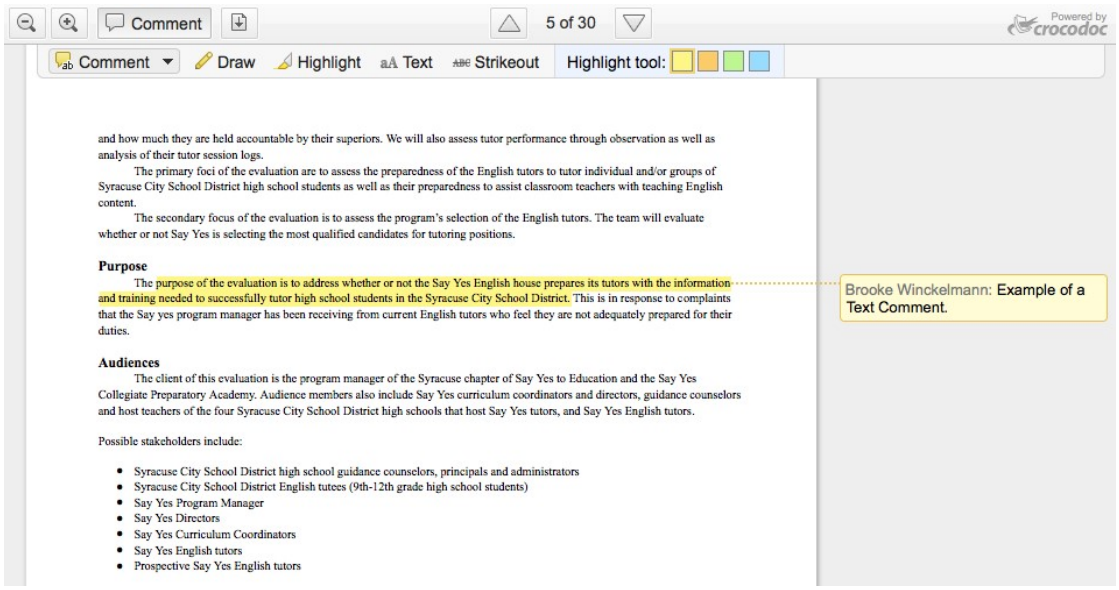
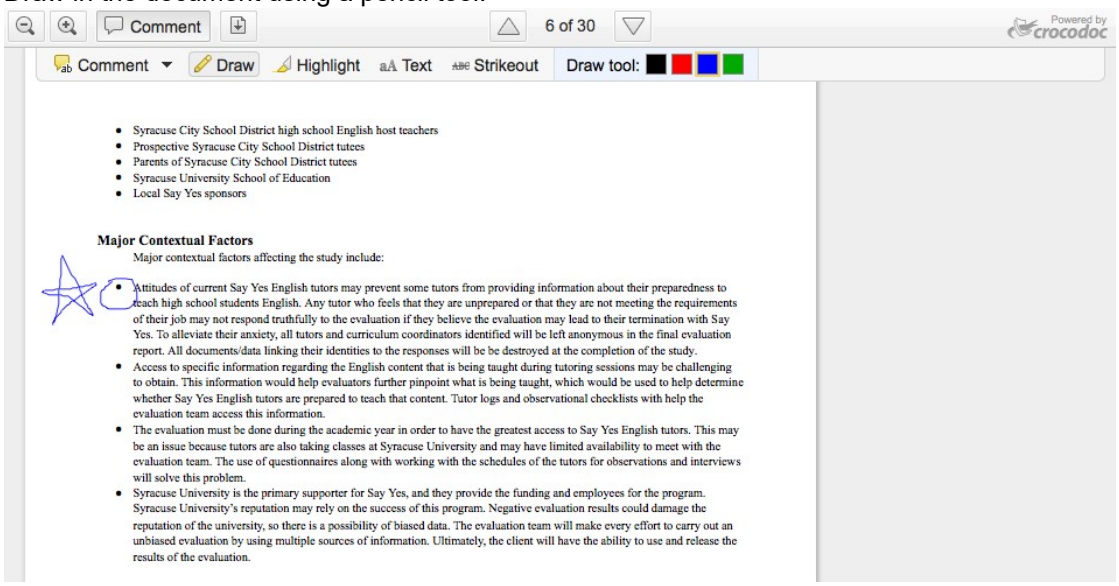


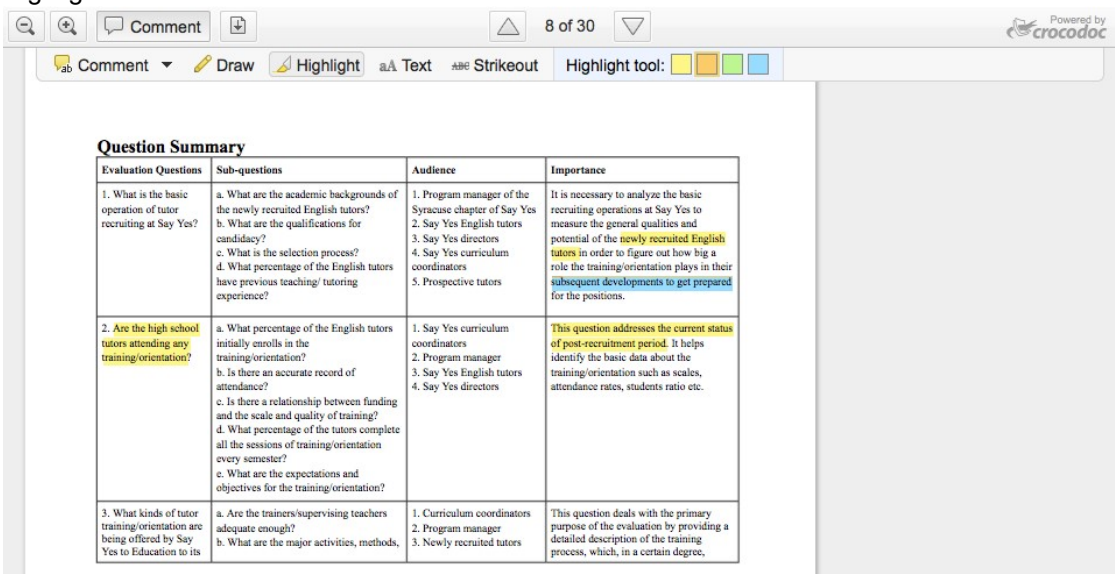
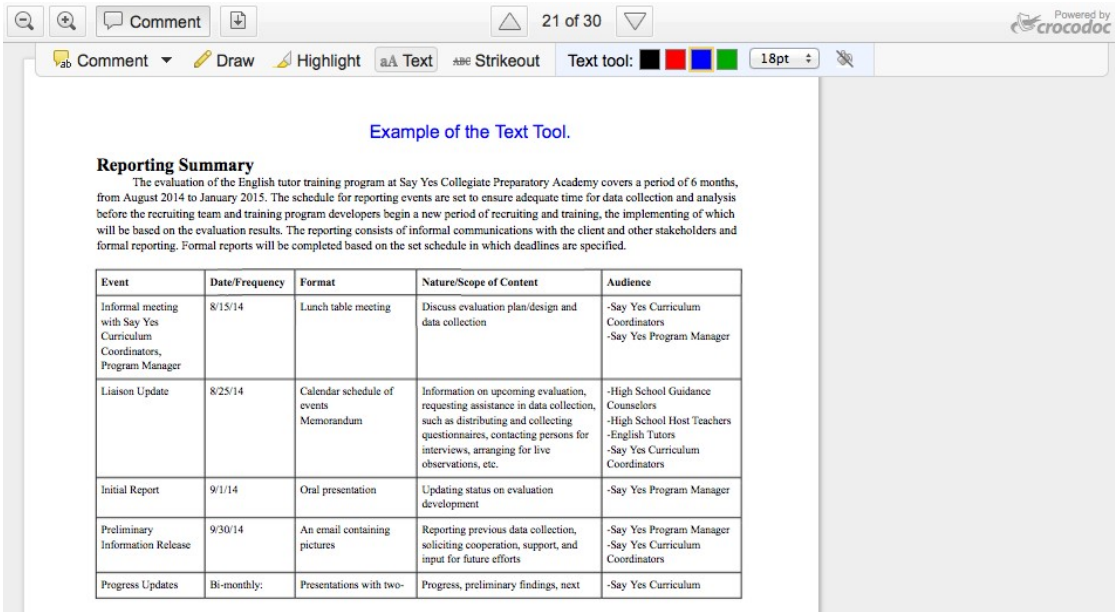
7. When finished, click **Submit**.

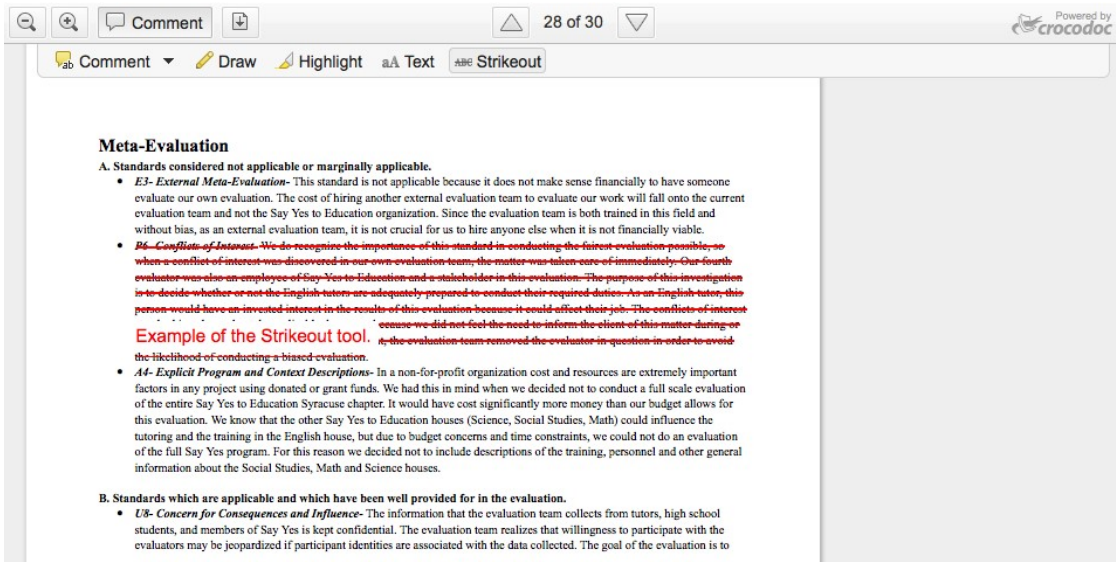
Inline Grading Button Descriptions

Button	Description
	Zoom out. Make the content of the file appear smaller. This button is also available to students when they review their submission.
	Zoom in. Make the content of the file appear larger. This button is also available to students when they review their submission.
	Expand the list of annotation tools. 
	Download a copy of the file. If annotations have been made, you have the option to download a copy in the original format or download a PDF version that includes the annotations. This button is also available to students when they review their submission.
	Move back a page. This button is also available to students when they review their submission.
	Move forward a page. This button is also available to students when they review their submission.
	View all annotations. 
	

Button	Description
	Add a comment to a specific point in the document. 
Area Comment	Add a comment to a selected area in the document. 
Text Comment	

Button	Description
	Add a comment to selected text in the document. 
Draw	Draw in the document using a pencil tool. 
Highlight	

Button	Description
	Highlight selected text in the document. 
aA Text	Add text to the document. 
Strikeout	

Button	Description
	Strike out text in the document. 

Sources and Relevant Links

Blackboard Inline Grading for Assignments
Inline Grading (Video)

blackboard how-to inline grading grade grade-center window browser comment comments attempt score

Can't find it in Answers? Need additional help? Request Help

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