University of
Reading

Marking a Blackboard assignment online using Blackboard's in-built tool (Inline Grading)

What is Inline Grading?

Blackboard can be used for the management of coursework including electronic submission, grading and feedback. **Inline grading** enables the **marking** and **annotating** of electronically submitted work within Blackboard via the Blackboard Assignment tool, without the need to download and work offline.

This guide will explain how to:

- Access the Blackboard Assignment through the Grade Centre
- Use the inline grading tools and grading sidebar to annotate and grade the Assignment
- Download the original or annotated Assignment
- Grade the Assignment and give feedback

Why use it?

With students increasingly producing coursework electronically and submitting their work online, providing feedback electronically is a logical progression with identified benefits.[1]

There are a number of contexts where the Blackboard Assignment tool for e-submission, has advantages over Turnitin as the choice for setting up e-submission and giving electronic feedback:

- Inline grading is fully integrated in to Blackboard's Grade Centre for assessment management.

Unlike the Turnitin Assignment/GradeMark option:

- It allows the uploading of **multiple files** to a single assignment.

- The Assignment tool can handle **group submission**: one student submits in each group, marks and feedback are distributed to each group member.

However, at present, the Blackboard Assignment tool **does not support originality checking**.

Blackboard and Turnitin Assignments offer similar feedback and grading options, but you may find that one set of features better suits your way of working, or more closely meets the requirements for a particular assessment. Please see the separate guide '**How to choose the right tool for e-submission**' for a comparison of features to help you decide which tool to use.

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[1] Electronic Management of Assessment, 2015. JISC. [online] available at

<https://www.heacademy.ac.uk/resources/detail/resources/detail/change/A_marked_improvement_tool>

How to mark using Inline Grading

Find and open an assignment

Access the submitted Assignment through the **Grade Centre** (in the Control Panel) - either through the **Full Grade Centre** or the **Needs Marking** option. Let's look at access via the **Full Grade Centre**.

Note: **Needs Marking** shows a contextual list of students whose work requires attention. Click on a student's name to open the Assignment attempt you want to mark.

Full Grade Centre will show a list of students, with a column for each Assignment that has been set up in the course area.
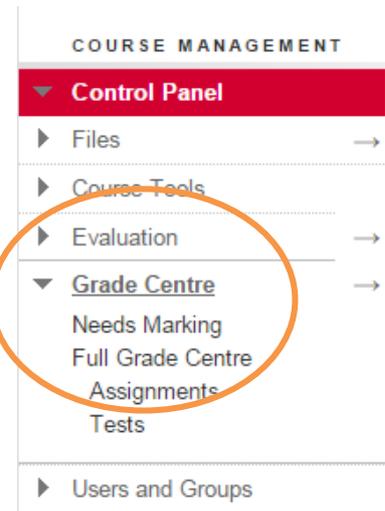
In the **Full Grade Centre**, you will see the Assignments. (You may need to scroll across to see them in the table.) The exclamation mark indicates that the Assignment has been submitted and needs grading.
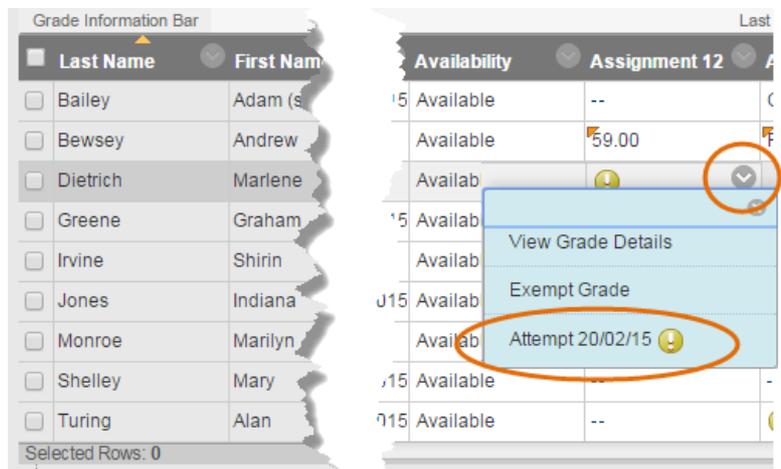
	Last Name	First Name	Username	Student ID	Last Access	Availability	Test Assignme
☐	Bailey	Adam	vz909330	909330	23 January 2015	Available	--
☐	Blackboard	user1	bbtuser1		30 January 2015	Available	⚠
☐	Blackboard	user2	bbtuser2		15 December 2014	Available	--
☐	Blackboard	user3	bbtuser3		15 December 2014	Available	--
☐	Blackboard	user4	bbtuser4		15 December 2014	Available	--
☐	Papaefthimiou	Maria	vrs00mcp	804983	20 January 2015	Available	--
☐	Turner	Andy	nm909280	909280		Available	--

Selected Rows: 0

Click on the double chevron icon to the right of the Assignment for drop-down options.

Select **Attempt** to open the submitted Assignment.

If you have allowed multiple submissions there might be a list of Attempts with the date they were submitted. Select the most recent as the final copy to mark.

	Last Name	First Nam		Availability	Assignment 12
☐	Bailey	Adam (s	'5	Available	--
☐	Bewsey	Andrew		Available	59.00
☐	Dietrich	Marlene		Availab	⚠
☐	Greene	Graham	'5	Availab	
☐	Irvine	Shirin		Availab	
☐	Jones	Indiana	J15	Availab	
☐	Monroe	Marilyn		Availab	
☐	Shelley	Mary	15	Available	
☐	Turing	Alan	015	Available	--

Selected Rows: 0

View Grade Details

Exempt Grade

Attempt 20/02/15 ⚠

Viewing the Assignment

The Assignment will appear in the viewer with no need to download the document or leave the web browser. **Supported documents for marking inline are Word, PowerPoint, Excel and PDF**. If any other document is submitted, you will be prompted to download it.
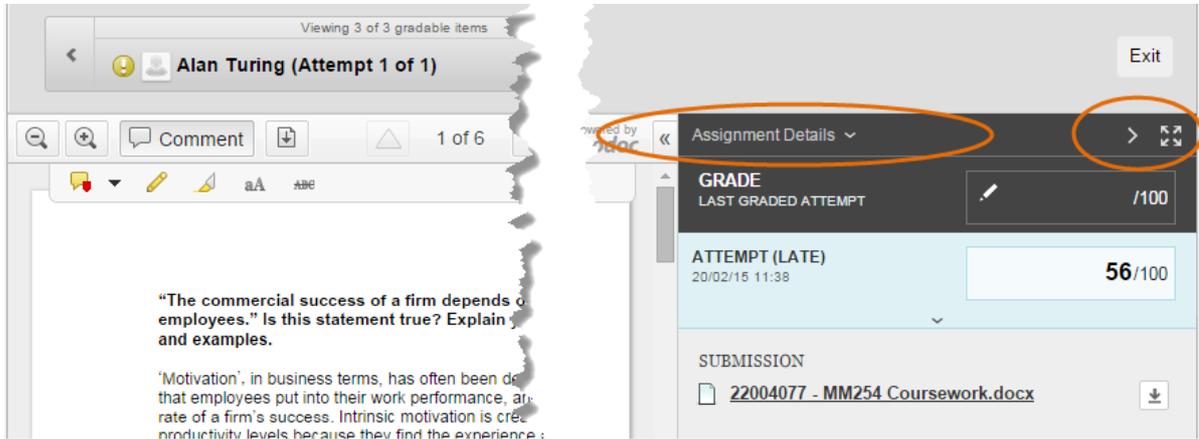
Click on **Assignment details** to expand the details of the Assignment as necessary.

Click on the > icon to collapse the grading panel/expand the Assignment across the screen to provide more space to view the paper.

Click on the ⤢ icon to enlarge the viewer within the screen.

Using the Inline Grading tools to annotate the Assignment

The Assignment can be annotated directly within the viewer using the toolbar.

You can zoom in & out, move between pages, download the Assignment and annotate/add comments.
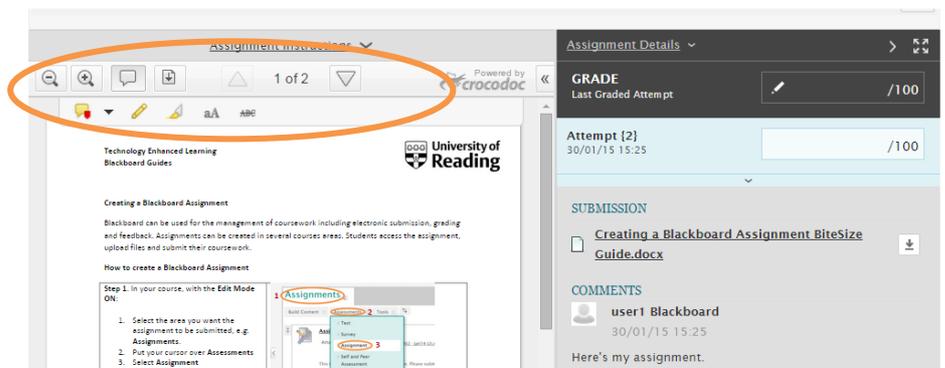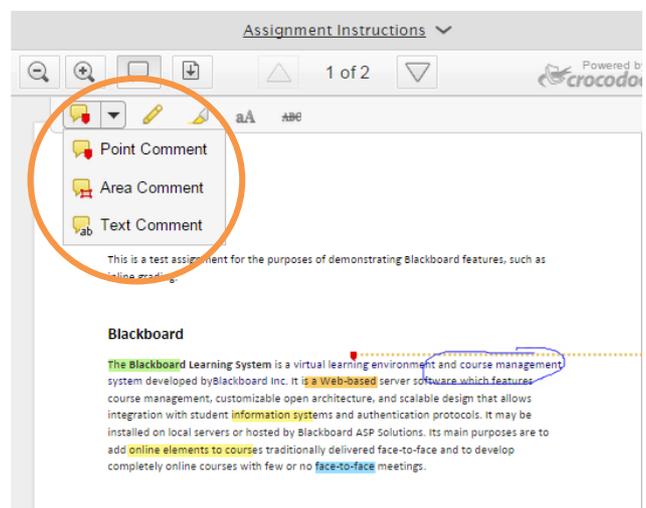
Key to toolbar icons:

Zoom in/out

Download

1 of 2   Move through the pages

Click on the   Comment   icon in the toolbar to reveal all the annotation options.

You can **add comments** (point comments, area comments or text comments), **draw** and **highlight***, **enter text** on the Assignment and **strikethrough** text.

Annotation options:

To undo an annotation, simply right click and select the option to remove it.

Draw   Click on to allow drawn annotations on the Assignment. Colour choices appear when this option is selected

Highlight   Click to display a colour palette. Choose a colour then highlight the text. *If you have any issue initially with highlighting text, click on a different colour to activate this feature
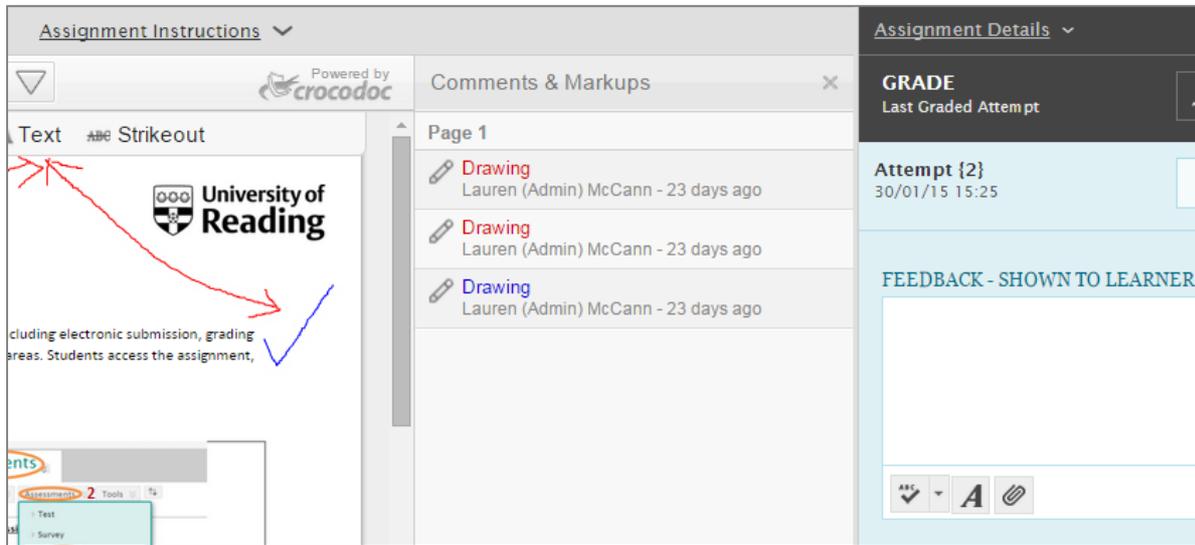
aA Text   Click and click on the Assignment to type text straight in to it

Strikeout   Click to allow you to strikethrough text in the Assignment.

Any comments or annotations are recorded in the **Comments & Markups** column between the Assignment and the grading bar.


Please note: Annotations made on a document are only automatically saved for up to one hour once the document has been opened (this is called a session). **After one hour, the session expires** and comments placed onto the document after this time may not be saved. You will be given a warning message 5 minutes before the session ends. If you need to continue annotating the document, **you should save and navigate away from the Grade Assignment page and then return to it.** This will start a new session.

Grading and giving feedback

You can grade the Assignment by entering the data in the **Grade** and **Attempt** box

Click on the **small downward arrow** to reveal the **grading panel**.
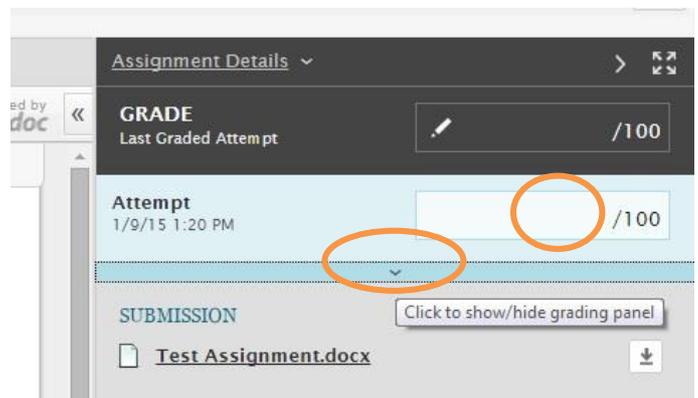
You can write general comments in the **Feedback** - Shown to Learner text box and use **the Insert File button** to attach a file (e.g. formal feedback in an agreed document format or an audio file

Add Notes allows you to write private comments that are only visible to you and other Instructors on the course – they are not visible to the student.

Be sure to click **Submit** to save your feedback.

Students will see their grade, annotated assignment and feedback in the '**My Grades'** area of their course.
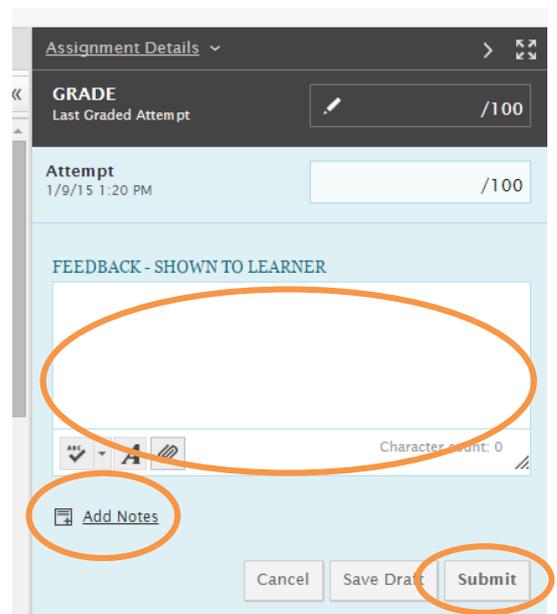
Downloading the original or annotated Assignment

Click on the **download** button to save a copy of the document either in its original form (**Download file**) or as an **annotated PDF** that includes the comments made on the assignment.
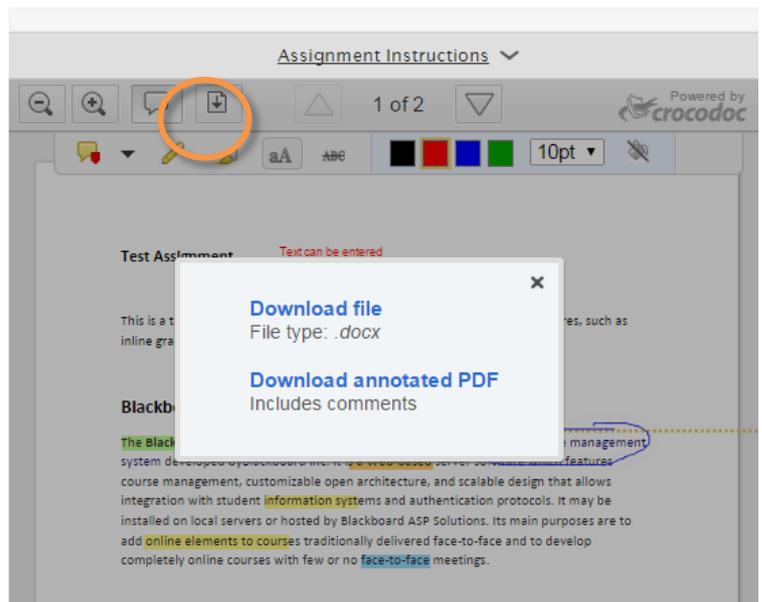
Marking group submissions

If an assignment has been set up for group submission, when one of the students in a group submits a piece of coursework, a 'Needs marking' icon ![icon] appears beside all the group members' names in the Grade Centre column for the assignment. Students who have not yet submitted show as 'greyed out' cells.

The marking process for a group submission is very similar to individual papers. However, when marking a group assignment in Inline Grading, the mark given will automatically be submitted for all the students in the group. You can modify individual students' marks by clicking on the pencil icon ![pencil] next to their name in the grading panel, entering the mark and clicking on the green button ![green button] to save it.

You must enter an overall mark for the piece of coursework to be able to save the mark and close the grading panel. Students will see this overall mark, unless you have also given them an individual mark, which will override the group mark.
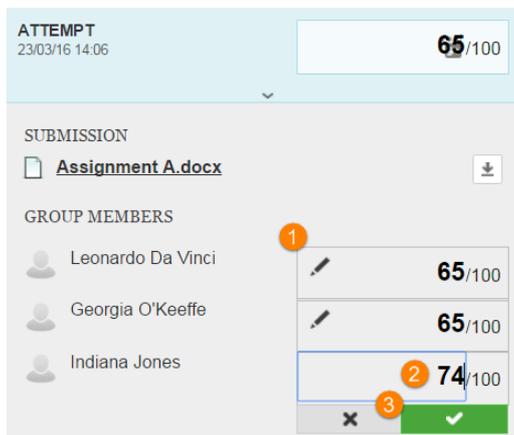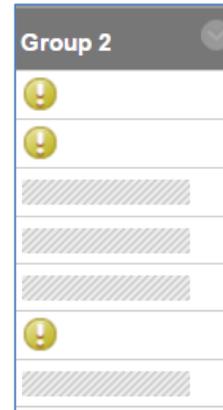
Note: individual marks cannot be applied in the case of anonymous group assignments, as it won't be possible to identify individual students who are members of that group. You will be able to modify individual members' marks after anonymity has been lifted.

<div align="center">

Anonymous – grading panel view   Anonymous – Grade Centre view

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Further help

Please see additional guides on [insert relevant topic] located on the [Support for Staff](#) tab in Blackboard.

Further help can be found on the Blackboard Help site at: https://en-us.help.blackboard.com/User_Filter/Instructor/No_Mobile/Higher_Education