

A new feature available in Blackboard will benefit both the face to face faculty and the virtual campus faculty. It allows for review of an assignment (specific file types) with comments, cross-outs, highlighting, and drawing on the paper WITHOUT downloading and saving and uploading. It can be combined with a rubric grade. Both the original and mark-up version of the paper are saved in the Grade Center. The student can view the markups in their My Grades area.

The in-line grading on iPads is limited to "comments" at this time. No drawing on papers can be done.

### **Creating the Assignment with proper parameters (For SafeAssign see end of PDF)**

1. Enter a course
2. Go to a Content area you have designated for the assignment
3. Click on 'Assessments' > Assignment
4. Name the assignment, write instructions, place points, number of attempts, and due date
  - a. In the instructions request that the learners upload the assignment in one of the following formats:
    - Word (DOC, DOCX)
    - PowerPoint (PPT, PPTX)
    - Excel (XLS, XLSX)
    - PDF (PDF)
5. Submit the assignment.

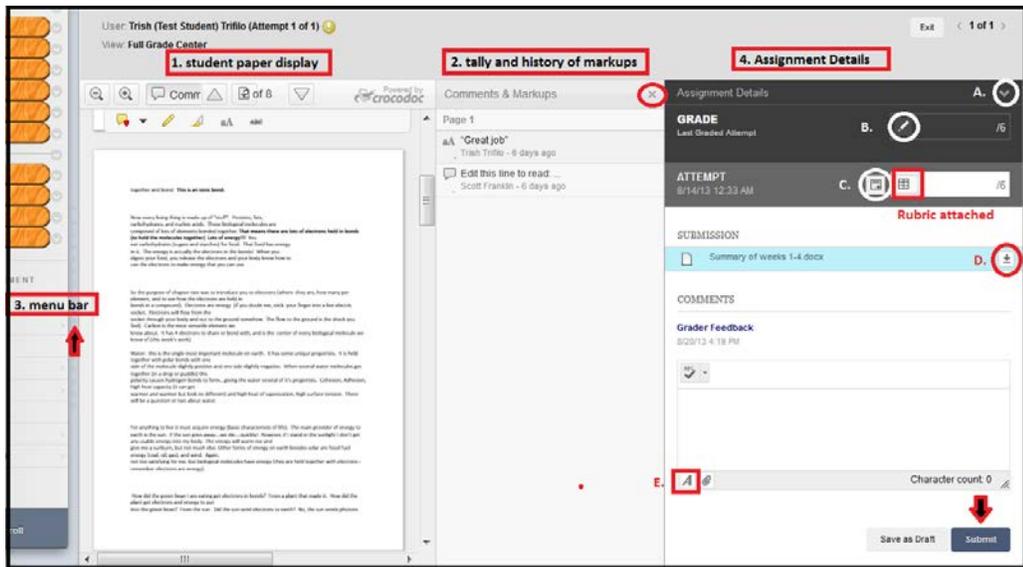
When the student has submitted the assignment and you are ready to grade, do the following:

### **Grading the Assignment**

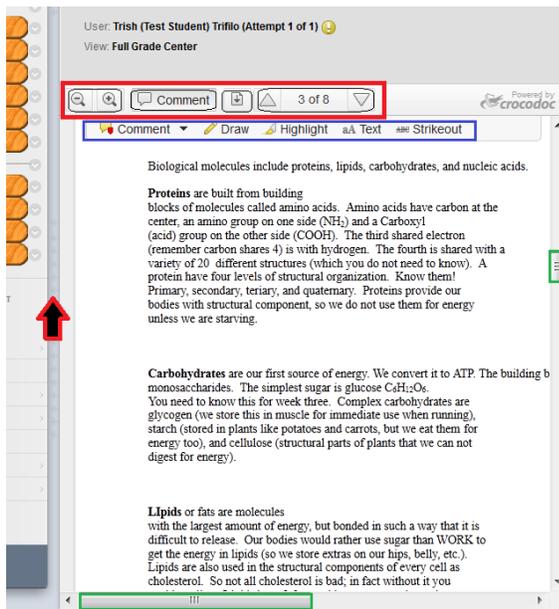
6. Go to the Full Grade Center; or toggle "needs grading" to find the assignment column
7. Click the action button to the right of the assignment you wish to grade
8. Click on the 'attempt'



9. The page that generates looks like this and has several different possible actions to complete



1. **Student paper display** - This area has to do with the actual paper, its movement from page to page, and the markup.



- Click on the gray bar (see arrow) to the right of the student menu (#3 on overview). This will hide the student menu and give you more room to view the paper and mark. Click the bar a second time and the menu reappears.
- The top ribbon contains the **zoom out/zoom in** magnification icons
- Clicking the **comment button** drops down the tools for marking the paper. A second click on the button hides the marking tools.
- Download button** allows you to download the file as presented by the student and the option to download a PDF of the paper with all the comments and markings.

e. **Up and down buttons** for moving through pages of the paper.

f. The **mark-up ribbon** has several options accessed by clicking on the tool.

- Point, area, and text comments can be made
- You can draw on the paper with 4 different colors of ink
- You can highlight text with 4 different muted colors of ink
- You can create a textbox area and type text in different colors of ink and in different font sizes.
- You can strike-out text.

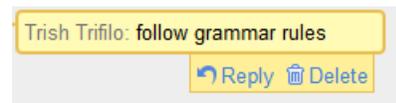
g. **Scroll bars** going up/down and across allow for changing pages and moving left and right for easy viewing of paper and comments created.

### Make a mistake or want to remove a markup?

- For 'highlight' mouse over the highlight you made and right click (Ctrl click on MAC). Dropdown choice appears.



- To delete a comment mouse over the comment box to the right of the paper



- To remove a drawing mouse over it and right click (Ctrl click on MAC)

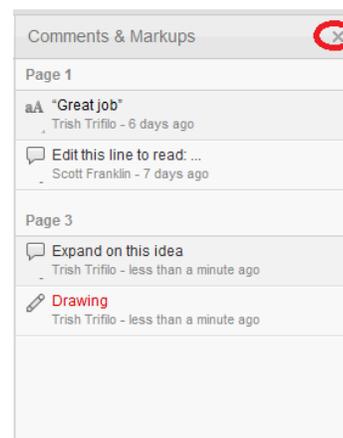


## 2. Tally and History display -

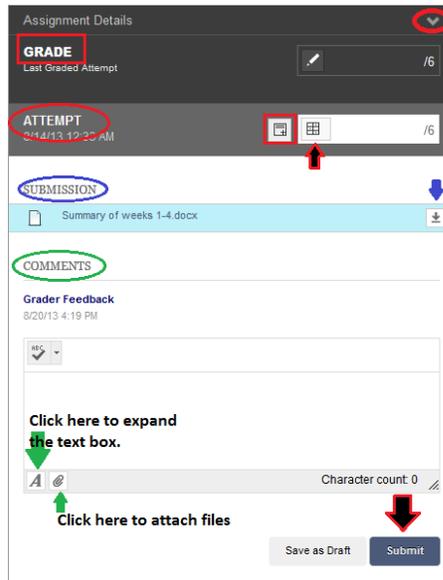
The comments and markups tally sheet show a history of edits made. They are recorded by page and date and type.

If you click on an item in the history it will take you directly to the location on the page where it was made.

The history can be closed by clicking the 'x' in the upper right corner; opened by clicking an arrow in the upper right corner.



4. **Assignment Details** - this is where you record the grade.



- Click on the **arrow** to the right of 'assignment details' to expand the information about assignment name, instructions, and class statistics on grade values.
- "Grade"** refers to the last graded attempt. You can override or revert a grade (such as one calculated by a rubric and save it from this area.
- "Attempt"** allows you to add grading notes (notes to **yourself** to be stored in grade center) by clicking on the **paper icon** to the right. The table icon found next to it (at the red/black arrow) is the **rubric icon**. If you associate a rubric with the assignment you can click on the icon to expand the rubric and mark it appropriately. The score will automatically be added in the white rectangle. (example has a rubric worth 6 points).
- The **submission area** allows you to download the submission to your desktop or file.
- "Comments"** is where you can give student feedback. The small textbox has a spell check. If you want a larger textbox with more editing options click on the **"A"** in the lower left of the box. Click on the **paper clip icon** to attach any files related to grading.
- If you have to step away from the grade center you can save your work as a draft.
- Click **submit** to save all comments, feedback, score, and allow students to view your grading efforts. (**Don't forget to "unhide" your class menu if you did so above!**)

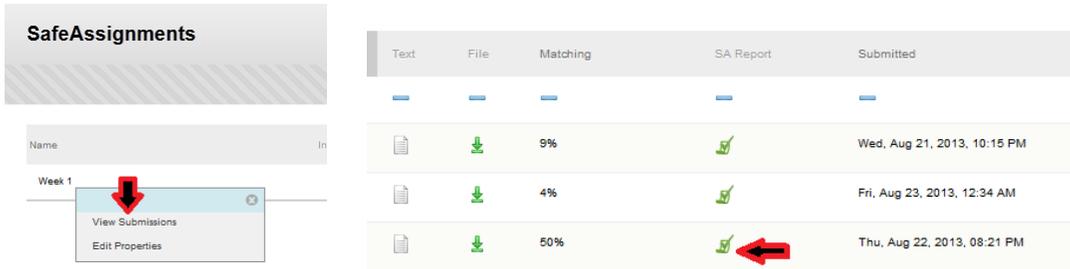
The score can now be seen in the Grade Center. This page can be re-opened by viewing the attempt of the student again. Changes can be made. Clicking submit updates everything.

### **SafeAssignments**

SafeAssign is a building block sitting on top of the Blackboard LMS, so you can't grab a file from a SafeAssignment and do the in-line grading. **BUT WAIT!**

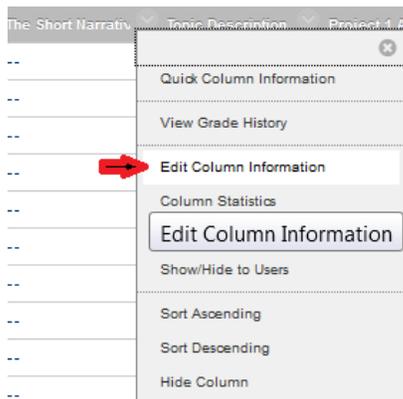
A simple solution is to request the student to upload the paper twice: once in SafeAssign and once in a regular assignment. Place the two uploads next to each other. You can view the results of the safe assignment to determine if there is any plagiarism.

- Course Management > Course Tools
- SafeAssign > SafeAssignments
- Find the assignment and click on the action button to the right of the name to view submissions.
- You can quickly go through each assignment and determine the status.



Then in-line grade the paper as shown in the tutorial above.

**In the grade center, go to column for the SafeAssignment and 'Edit the column information', and change the Options (#3) to NO-do not include in grade center calculations.**



### 3. Options

Select **No** for the first option to exclude this Grade Cent the third option to show column statistics to Students in

Include this Column in Grade Center Calculations  Yes  No

Show this Column to Students  Yes  No

Show Statistics (average and median) for this column to Students in My Grades  Yes  No

This is relatively easy for the student and gives you the grading flexibility that you need.

There is only one grade for the paper - the column with the in-line grading.