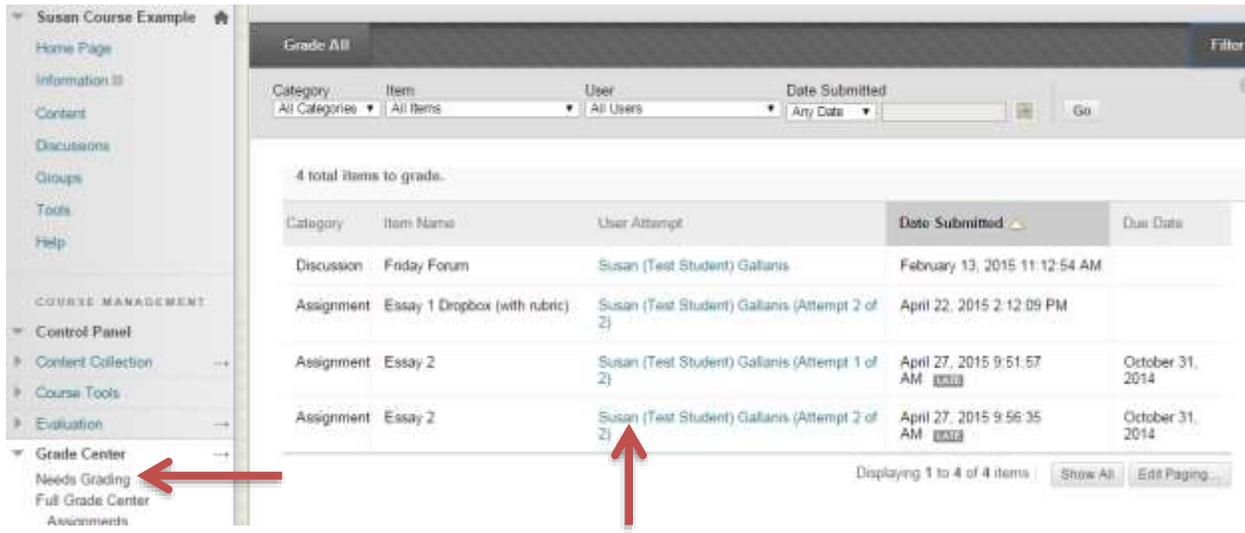
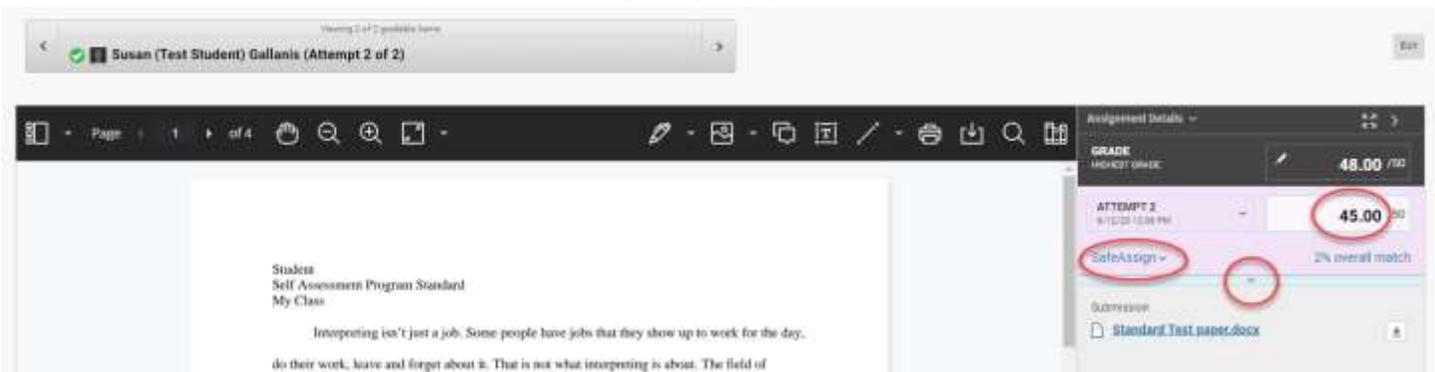


1. How to grade an assignment using Inline Grading

- a. With inline grading, there is no need to download the assignment to your computer for grading. Click on Grade Center and then click on Needs Grading. Click on the student name to show their assignment submission.

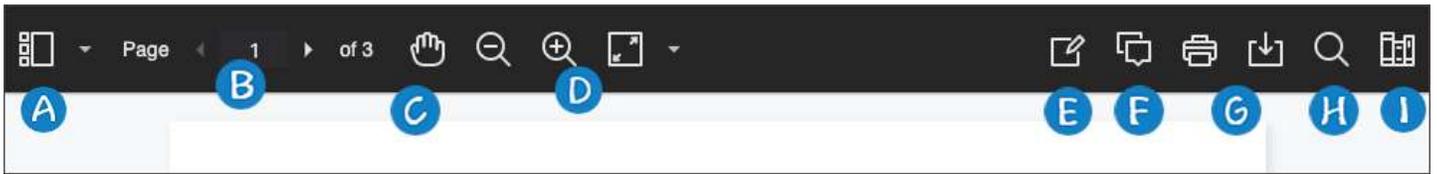


- b. You'll see the student's paper. Click on SafeAssign to view the Originality Report (if enabled). Click the small chevron to show feedback box. Enter score next to total possible score (example: 45). See next step to see how to enter comments directly onto the paper with Bb Annotate. When finished, click the Submit button (not pictured) to complete grading and send feedback to the student.



- c. There is no need to download the paper to grade it. Above the paper are the tools to navigate the paper and provide comments (see description below). Watch this video for an overview of using the Bb Annotate tools for inline grading: https://youtu.be/WFaEf_7-KaM

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



As part of the responsive design, the menu display changes based on the screen size. On medium and small screens, the Document View settings display the page number you're viewing. Annotation tools are stacked under the View Annotation Tools icon. On small screens, the Content Library is hidden.

Document View Settings

- A. **Sidebar:** View Thumbnail, Outline, Annotation, or Bookmark 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.

Annotations

E. **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.

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.