

Blackboard

Blackboard Annotate

Using Blackboard Annotate on Assignments

Blackboard Annotate allows you to assess your students' work on Blackboard by making comments and notes directly on the assignment submitted. This feature enables you to provide feedback directly on assignments through Blackboard.

Using Blackboard Annotate

1. Navigate to <https://blackboard.towson.edu>
2. Log in with your TU **NetID** and **password**
3. Enter the course with the **Assignment** you'd like to grade using **Inline Grading**
4. Click on **Grade Center** on the left hand column, then **Full Grade Center**
5. Find the **assignment** you would like to grade within the grade center
6. Select the **drop down arrow** to the right of the **Needs Grading** icon.
7. In the **drop down menu**, select the option that has the **date** of when the assignment was submitted.
Please Note: You can only use Blackboard Annotate on Assignments that are submitted on Blackboard. The assignment must be a document type that Blackboard Accepts (text based documents, images, PowerPoint, etc.). Pages is not supported by Blackboard and cannot be used to submit Assignments.
8. The document will need to process. This typically takes 1-3 minutes per document, but can take longer depending on the page count and file size.
9. Once the document opens, you can use the **Blackboard Annotate** feature.

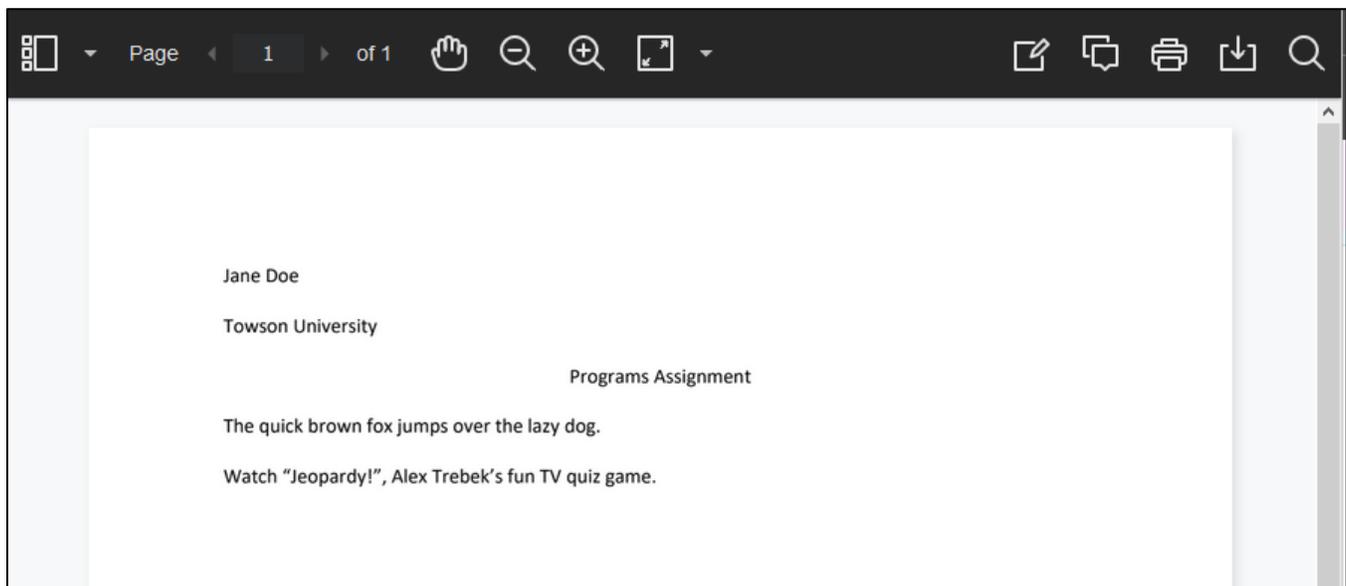


Figure 1

10. Use the icons at the top of the screen to view, annotate, and search through the document. The icons are described below in left to right order.

Please Note: 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.

Blackboard: Inline Grading

- a. The first icon is the **Sidebar** icon. Click the drop down arrow to choose between viewing page thumbnails, outline, annotations, or bookmarks. Click the icon itself to view the selected option in the drop down menu.
- b. The **page numbers** show you the page you are currently on and allows you to scroll through the pages with the arrow buttons. In the condensed version, you will see **Page #/#**.
- c. The **Pan** icon allows you to move the submission around the screen.
- d. **Zoom in** and **Zoom out** allow you to adjust the size of the page on the screen.
- e. The **Fit** icon allows you to choose how to fit the page to the screen. You can choose between **Fit Page**, **Fit Width**, and **Best Fit**.
- f. The **Annotation** icon allows you to place annotations on the page. When you click on it, the following icons appear:

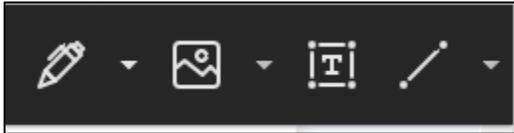


Figure 2

- i. The **Pen** icon allows you to draw on the screen. Click the drop down arrow next to the pen to choose between **Drawing**, **Brush**, and **Eraser**.
 - ii. The **image** icon allows you to insert an image onto the page. Click the drop down arrow next to the image icon to choose between **Image** and **Stamp**. Stamp allows you to insert either pre-made stamps or create a custom stamp.
 - iii. The **Text** icon allows you to insert a textbox and type text directly onto the paper.
 - iv. The **Shapes** icon allows you to insert different shapes. Click the drop down arrow to choose between **Line**, **Arrow**, **Rectangle**, **Ellipse**, **Polygon**, and **Polyline**.
- g. The **Comment** icon allows you to click on a specific place on the submitted assignment and type a comment to the student.
 - h. **Print** allows you to print the document.
 - i. **Download** allows you to download the document as a PDF file. This file will include all annotations.
 - j. The **Search** icon allows you to search the document for a specific piece of text.
11. You can also **highlight** text. Select the text you wish to highlight and the following menu should appear. You can **highlight**, **strikethrough**, **underline**, **squiggle underline** or **comment** on that specific piece of text.



Figure 3

12. To **delete** an annotation, click on the annotation and press the **Backspace** or **Delete** button on your keyboard. Click the **OK** button on the pop up to delete the annotation.

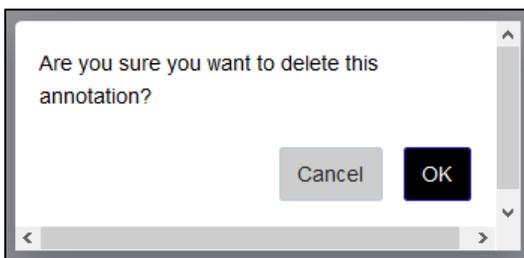
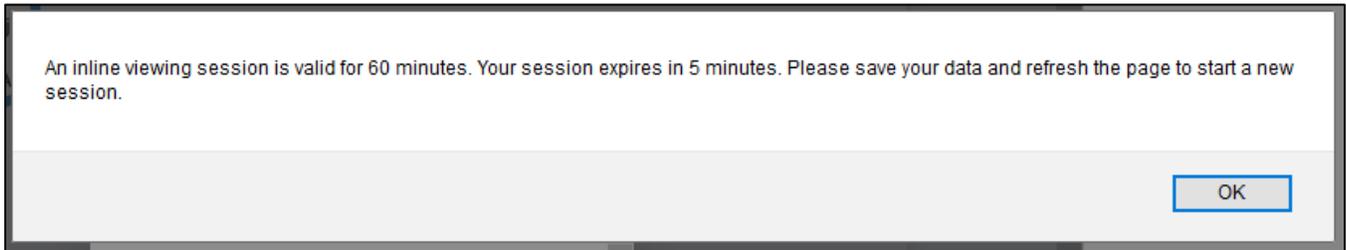


Figure 4

Blackboard: Inline Grading

- Blackboard Annotate sessions are only valid for 60 minutes. If you are grading a single paper for more than 55 minutes, you will see the following message. To start a new session, press the **OK** button, then refresh the page, or leave the page and return to start a new session. Once 60 minutes pass, any new annotations will not save. If you move to another paper, that is considered a new session.



- Click **Submit** to save the grade. This will move you to the next available assignment to grade. If all other attempts have been graded, you will be taken back to the Full Grade Center.