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# Blackboard

## Inline Grading

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### Using Inline Grading on Assignments

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Inline Grading 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 Inline Grading to Add Comments, Highlight Texts, and Draw on the Document*

1. Navigate to [blackboard.towson.edu](http://blackboard.towson.edu).
2. Log in with your Towson University **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 your grade center.
6. Select the arrow to the right of the **Yellow Exclamation point**. This will expand a drop-down menu.
7. In the **drop-down menu**, select the option that has the **date** of when the document was submitted.  
**Please Note:** You can only use Inline Grading on Assignments that are submitted to 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.
9. Once the document opens, you can use the **Inline Grading** feature.

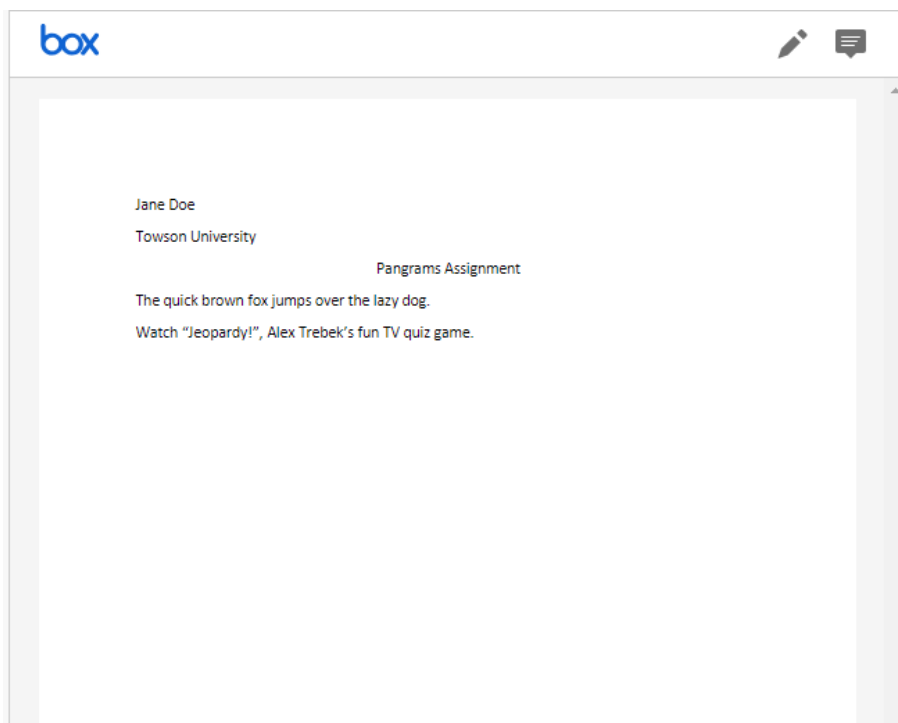


Figure 1

10. To add comments, click on the **text box**, which says **Point Annotation Mode**, in the top right corner of the New Box View. Then, click on the document where you would like to leave a comment; a textbox will appear for you to add feedback. Click post to save the document.
11. To draw on the document, click the **marker icon** in the top right corner of the New Box View. You will need to click, hold, and drag your cursor in the shape of the drawing you want to leave on the

document. Click **save** or **delete** depending on whether you are satisfied with the drawing you make. Click **done** when you want to exit this screen.

12. To highlight text, click and drag your cursor over the segment you would like to highlight. **The highlighter icon** will allow you to highlight your selection; the **text box icon** will allow you to leave a comment about the selection. To delete a highlighted area, select the **highlighter icon** again.
13. Once you are satisfied with the feedback you have provided, use the **Grade Attempt** box on the right hand side of the screen to assign a grade for the **Assignment**.
14. To move to the next student, use the **Right arrow** or **Left arrow** buttons at the top, which are located next to the name of the student you are currently assessing.
15. To exit and return to the Grade Center, select the **Exit** button at the top right. This button is located above the **Grade Attempt** box.