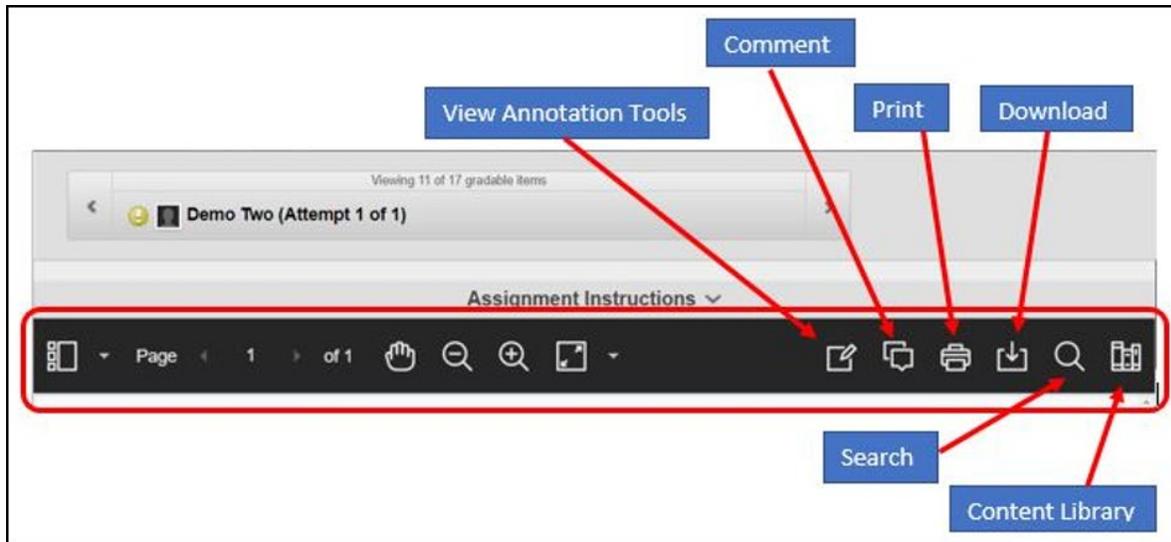


## How do I use the inline grading tool to grade assignments?

The Inline Grading toolbar (in the Needs Grading area) allows instructors to view and use annotation tools, make comments, print-download-search a document, and access a Content Library in a student assignment when grading. The inline grading toolbar displays to the instructor when an assignment is being graded.



### View Annotation Tools:

When you select the View Annotation Tools button, you will see on the right side the following tools:

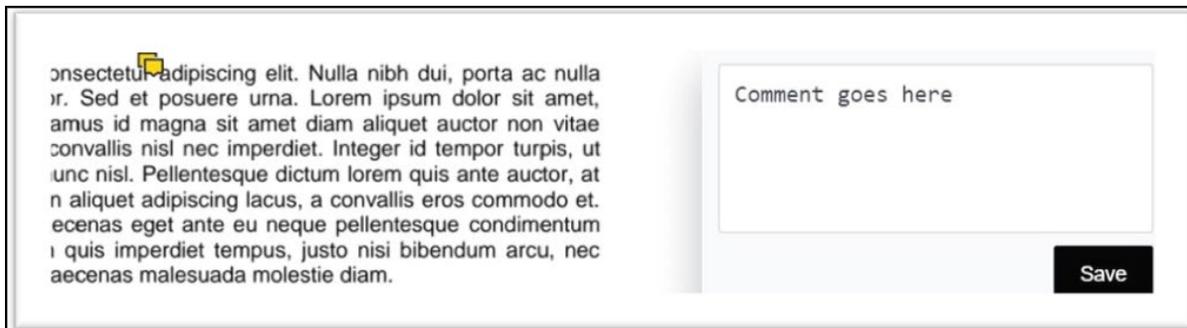
- Drawing tool (contains Drawing, Brush, and Erase)
  - Brush -- Can be used as a highlighter
- Image tool (Image and Stamp)
- Text tool (Color, Fill, Opacity, and Font)
- Line tool (Line, Arrow, Rectangle, Ellipse, Polygon, and Polyline)
- 

When you need to exit the Annotation tools, simply click the arrow that shows at the far-left side of the toolbar.



### Comment Tool:

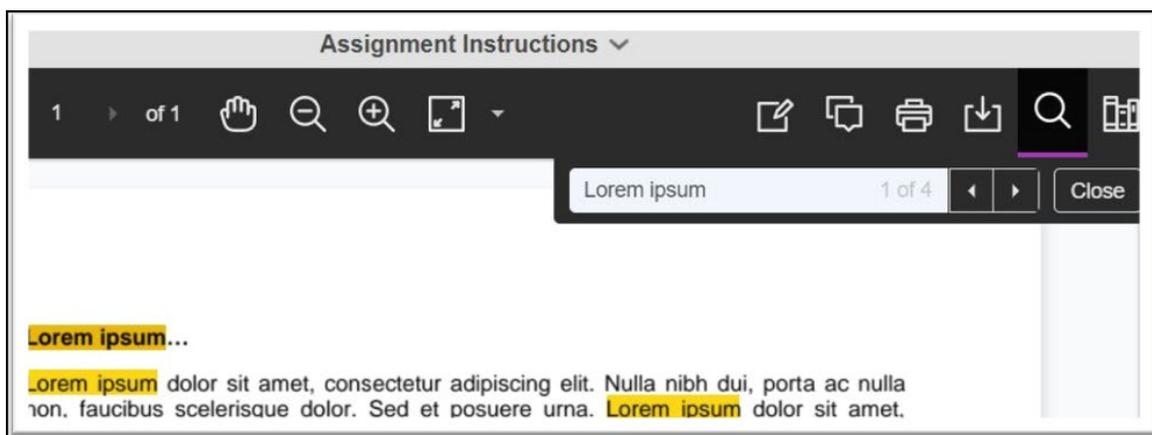
When you need to insert a comment or feedback to the student, you may use this tool. Simply click the Comment button and click on the page of text where you want the comment inserted. You will see the small balloon where you have placed the comment within the text and the comment box for you to type your comment will show at the right side. Once you Save the Comment, you will have the option to delete it at any time (using the Trash icon on the Comment box that will show).



### Search Tool:

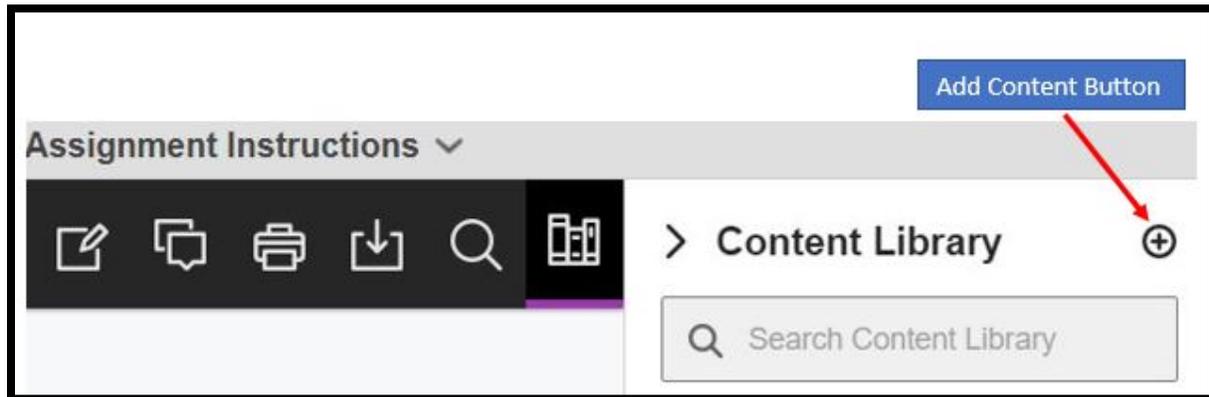
If you would like to search for a particular word or phrase in the student's text, this tool will be handy.

- Click on the Search tool button and type in the text you would like to find.
- The word or phrase will show highlighted throughout the text wherever it is found.
- Your Search box will also show the number of times that the word or phrase appears in the text. You may also move from one appearance to the next by clicking the arrows beside the search text box.

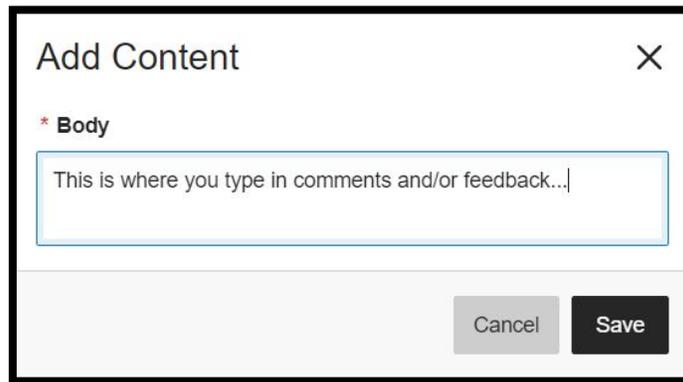


## Content Library Tool:

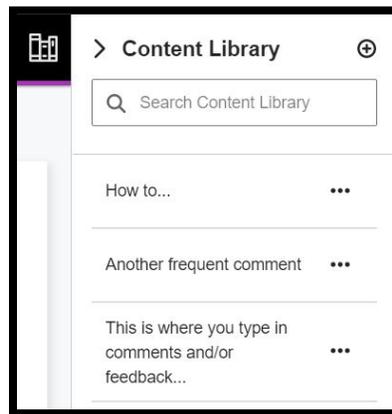
This tool allows you to add content that may be reused across assessments within the course. The common feedback or comments that you send to students can be saved in this area to be reused whenever needed.



- Click on the Content Library tool button to open the Content Library area. Tool is on far right side and looks like a stack of books.
- Click the plus sign with a circle around it to Add Content (or common comments/feedback).
- Type in your comments/feedback into the box and click the Save button.



- Once you have created the content item for feedback and saved it, the content will show in your Content Library list for all assessments. You may then use the Content Library Search box to find the comment you need when grading an assignment.



- Click on the three dots beside your Content Library comment to see the following options:
  - Place Comment
  - Copy to Clipboard
  - Edit
  - Delete