# Blackboard Inline Grading Tools

## Inline Grading Toolbar

The Inline Grading toolbar allows instructors to view and use annotation tools when grading a student assignment. The Inline Grading toolbar is available when the instructor grades an assignment that requires an uploaded file. Inline Grading toolbar options include: make comments; print, download, and search a document; and access the Content Library.
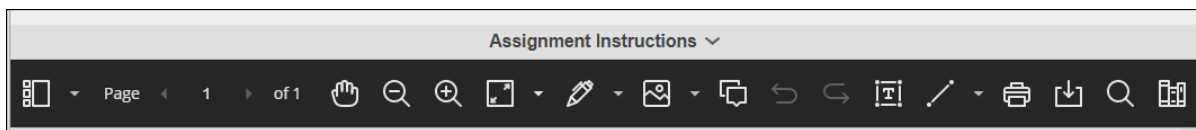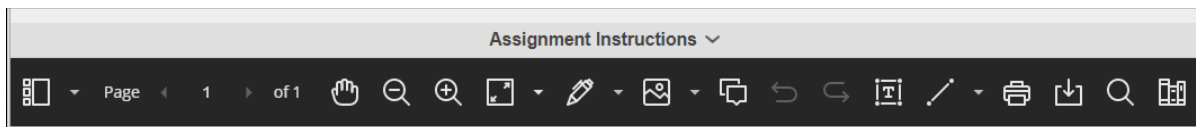


If all the Inline Grading options don't show in the toolbar, make your browser window bigger, or click the **View annotation tools** icon.
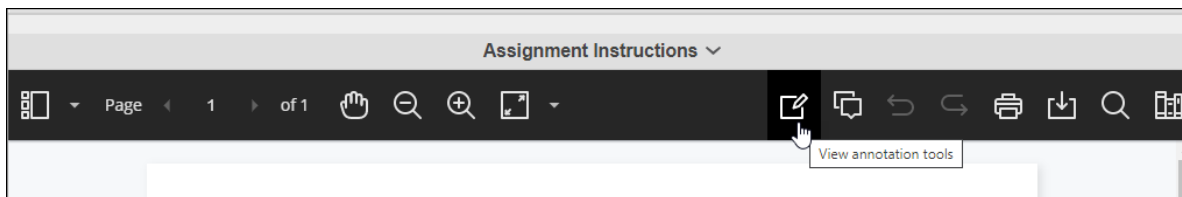


## Annotation Tools

Open the assignment that needs grading. The Inline Grading Annotation tools appear in the toolbar at the top of the assignment page. Hover your mouse over an icon to view the icon's function.



1. **Drawing** – Click the pulldown arrow to the right of the icon to select a tool option: **Drawing**, **Brush**, or **Eraser**. The Brush tool can be used as a highlighter.
2. **Image** – Click the pulldown arrow to the right of the icon to select a tool option: **Image** (to insert a local image file) or **Stamp** (to insert a stamp from the available stamp options).
3. **Comment** – Click the icon to insert comments in the assignment. For more information, refer to the next section **Comment Tool**.

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4. **Text** – Click the icon to create a textbox and to select a text formatting option: **Color**, **Fill**, **Opacity**, **Font**, **Size**, **Margins**.

5. **Line** – Click the pulldown arrow to the right of the icon to select a tool option: **Line**, **Arrow**, **Rectangle**, **Ellipse**, **Polygon**, or **Polyline**.

6. **Print** – Click the icon to print the assignment.

7. **Download** – Click the icon to download the assignment to your computer's Downloads folder.

8. **Search** – Click the icon to search for specific words or phrases in the assignment. For more information, refer to the **Search Tool** section on page 3.

9. **Content Library** – Click the icon to add to the Content Library. For more information, refer to the **Content Library Tool** section on page 3.

## Comment Tool

Use the Comment tool to insert comments to the student in the assignment.

1. Click the **Comment** icon in the toolbar.

2. Click in the assignment by the text where you want to insert the comment. A Comment icon appears, and the Comment textbox appears to the right.
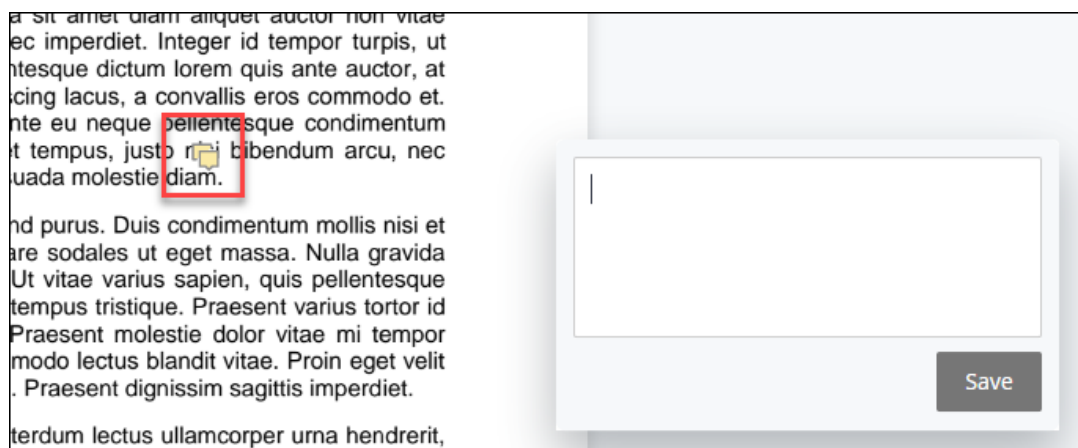


3. Enter the comment in the **Comment** textbox, then click **Save**.

> **NOTE** Students will see the Comment icon in the assignment text and the Comment textbox with the comment to the right.

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To delete a comment, click the **Comment** box to the right, click the **Trash** icon, then click **Delete**.
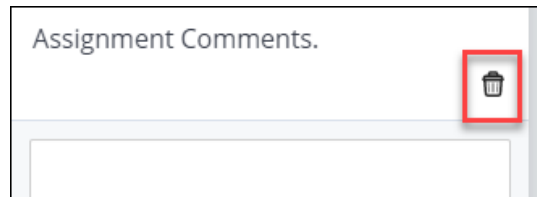


# Search Tool

Use the Search tool to search for a particular word or phrase in the student's assignment text.

1. Click the **Search** icon in the toolbar.
2. Enter the text you want to find in the **Search** textbox. The word or phrase appears as highlighted text throughout the assignment wherever it is found.
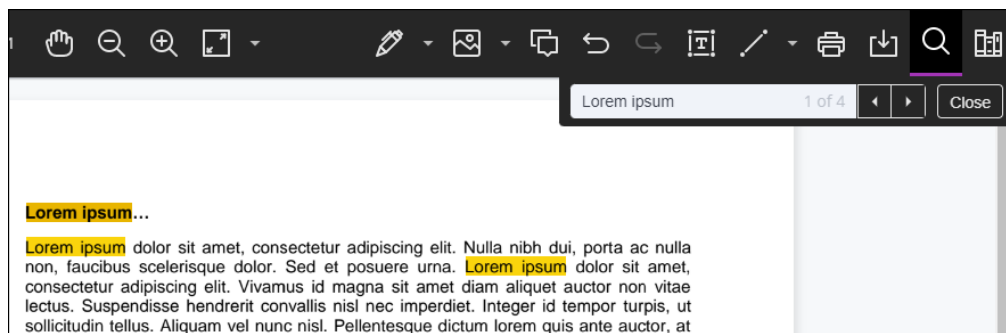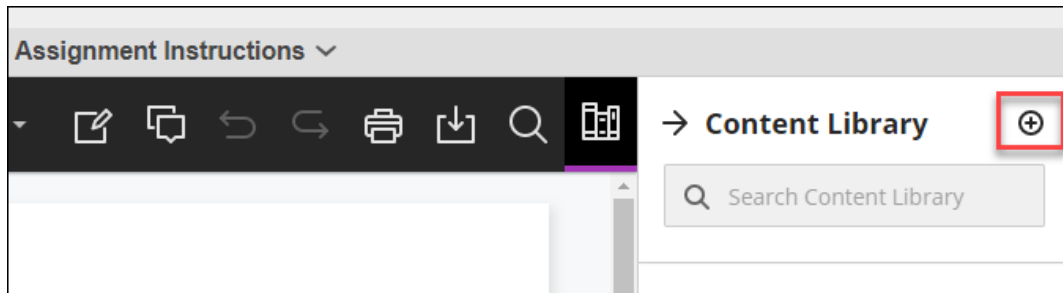


> **NOTE** The Search textbox also shows the number of times that the word or phrase appears in the assignment text. Click the arrows to the right of the Search textbox to move from one appearance to the next.

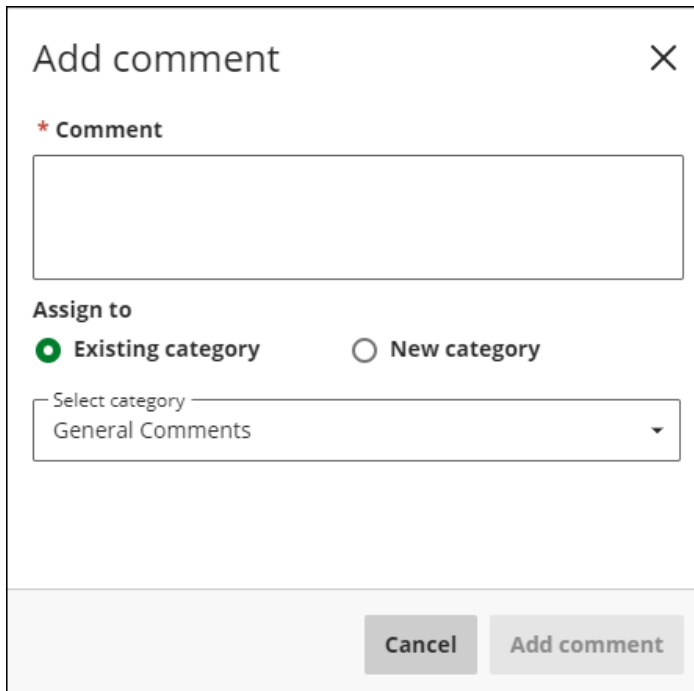3. Click **Close** to close the Search textbox.

# Content Library Tool

Use the Content Library tool to add comments that can be reused across assignments within the course. Frequently used comments to students can be saved in the Content Library and reused whenever needed. Once you have created the Content Library comment and saved it, the comment will show in your Content Library list for all assignments in the course.
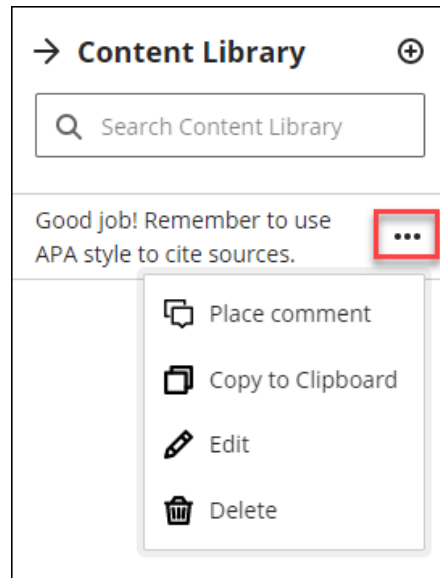
1. Click the **Content Library** icon in the toolbar.
2. Click the **circle with the plus sign** to add a comment to the Content Library.

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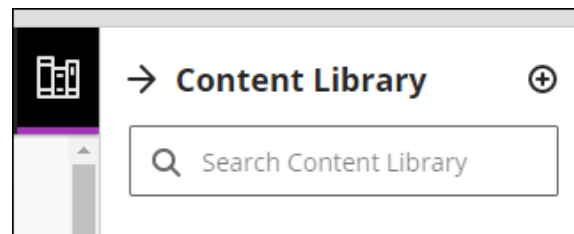Questions? Contact us at blackboard@ttu.edu or 806-742-5933.

3. Enter the comment text in the **Comment** textbox, then click **Add comment**.
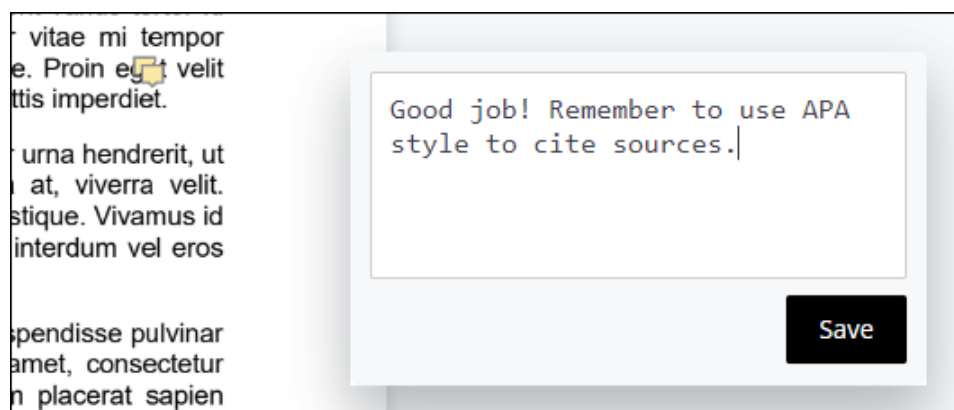


4. To place a comment in the assignment, click the **Content Library** icon (if the Content Library isn't already open), click the **three horizontal dots** to the right of the comment you want to use and select **Place comment**.

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5. Click in the assignment by the text where you want the comment to appear and click **Save**.



6. To close the Content Library, click the arrow to the left of **Content Library**.

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