

## Grade Assignments

Without leaving the Grade Assignment page, you can view, comment, and grade student-submitted assignment files.

When you create an assignment, a column is added automatically to the Grade Center. An assignment that has been submitted, but not graded, is indicated with an exclamation mark—the needs grading icon.

Access the **Grade Assignment** page from the Grade Center or the **Needs Grading** page. To learn more, see the [Needs Grading Page](#).

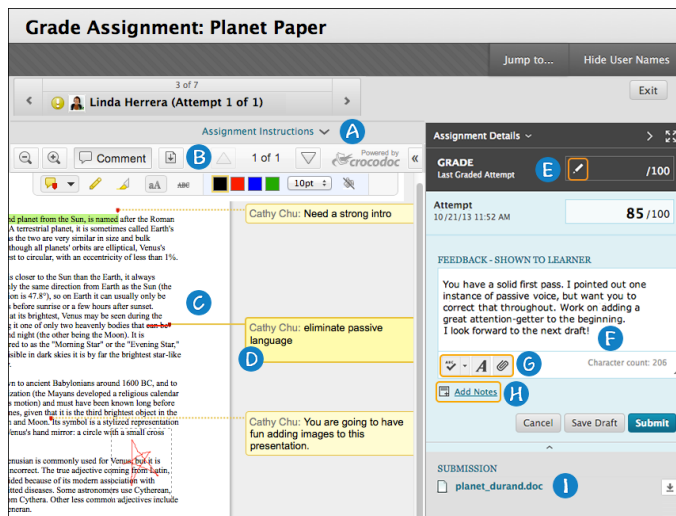
## Inline Assignment Grading

On the **Grade Assignment** page, you can annotate directly within the browser on files uploaded and converted for display in the inline viewer. You can assign a grade, provide feedback, and make notes for yourself.


On the action bar, find the following functions:

- **Navigate** to other attempts using the arrows next to a user's name.
- **Hide user names** so that you can grade anonymously. To learn how to enable anonymous grading during the creation of assignments, see [Anonymous Grading](#). Enable anonymous grading during the creation stage to eliminate grading bias for high-stake assignments.
- **Jump to** another attempt to view or grade.

# The Grade Assignment Page



Annotation sessions expire after one hour. You will receive a warning message. After the time limit, annotations may not be saved.

1. **View instructions:** Expand the assignment instructions.
2. **Add comments and annotations:** From the inline viewer toolbar, click the **Comment** function and the annotation tools expand. You can comment, highlight, draw, strikeout, and zoom in and out. Right-click an annotation to remove it. To remove a comment, point to the yellow comment and select **Delete**. Use the arrow keys to view other pages in a student's file. You can also download (  ) a copy of the file after you annotate it.
3. **View submission inline:** Submitted files open within the grading screen. Supported document types that are viewable in the grading screen are Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), and PDF. Original formatting and embedded images are preserved. If a student has uploaded an unsupported file, you are prompted to download it.

**Note:** Assignment submissions created with the content editor are not compatible with inline grading. Submissions of this type show in the window, but annotation is not available.

4. **Add, remove, or reply to comments:** Add your comments wherever needed. Point to a yellow comment and the **Reply** and **Delete** options appear. The **Reply** function allows you to expand on your previous comment.
5. **View grading details:** In the grading sidebar, grade the submission. You can also view the assignment details, the grading rubric, and each attempt. After assigning a grade, return to this screen to review the grade and comments. Click the pencil icon to override the grade.
6. **Provide feedback:** Give suggestions, encouragement, and overall comments about the submission.
7. **Edit your content:** Open the content editor to format your comments, attach a file, and check your spelling.

8. *Add private notes:* Add notes and files that only you can see. For example, keep track of students' progress during the revision process and refer to your notes when assigning the final grade.
9. *Download the student's file:* Save the original file to your computer.

## Inline Assignment Grading and Crocodoc

The inline viewer is powered by a third-party, cloud-based technology called Crocodoc. The viewer is supported on current versions of Firefox, Chrome, Safari, and Internet Explorer. No plug-in or other application is necessary.

Student file submissions are stored in your Blackboard Learn instance, as always. A copy of the submission is transmitted to the Crocodoc cloud service for conversion. The converted version of the document lives in the cloud on servers managed by Crocodoc.

No personally identifiable data about students is sent to Crocodoc. Blackboard retrieves a document ID from Crocodoc and assigns it to the document. That mapping of document ID to user, course, assignment, and attempt is tracked locally in Blackboard. None of that data is available to Crocodoc. All that is transmitted to Crocodoc is the file for conversion. The converted file is stored in the Crocodoc service with any annotations made on the converted file.

## Learn More

To learn about other grading workflows, see the following topics:

[Multiple Assignment Attempts](#)

[Grade With SafeAssign](#)

[Anonymous Grading](#)

[Delegated Grading](#)

[Best Practice: Delegated Grading Examples](#)