



## Inline Grading

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The inline grading tool will appear when you use Needs Grading or the Grade Center to grade an attempt for an individual. You still have the option from that screen to download the paper and grade in the traditional way. You would still use this screen to enter the grade, use a rubric and enter feedback. And you would still be able to download all papers at once using the options menu for that column in the Grade Center.

### Supported Formats

Supported document types that can be converted are Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), and PDF (PDF).

Inline assignment grading is available only with submitted files, not for content created using the content editor.

If a student has uploaded a file that **is not** in a format supported by the inline viewer, you are prompted to download the file in question. You will not see a preview of it/ it cannot be marked up online.



### The Layout

**Grade Assignment: Assignment**

Assign a grade and feedback for the current assignment attempt. Override the overall grade for the assignment by clicking the pencil icon in the grade field. Use the arrow buttons to navigate through or grade the attempts in the queue one at a time. If multiple attempts for a test have been allowed, a Student's grade is not released until all of the attempts have been graded. Click **Hide User Names** to grade attempts anonymously. Click **Show User Names** to display user information. [More Help](#)

Jump to... Hide User Names Refresh

User: Lobo Lucy (Attempt 1 of 1) Exit < 3 of 3 >

View: Needs Grading

your instructions

due date, class statistics, attachments

annotation toolbar

Assignment Instructions

view toolbar

Assignment Details

**GRADE** /20

Last Graded Attempt

1/29/14 1:32 PM Attempt (Late) **10/20**

SUBMISSION

Sample Paper.pdf

open for Rubric & Feedback text box

### View Toolbar

download

paging

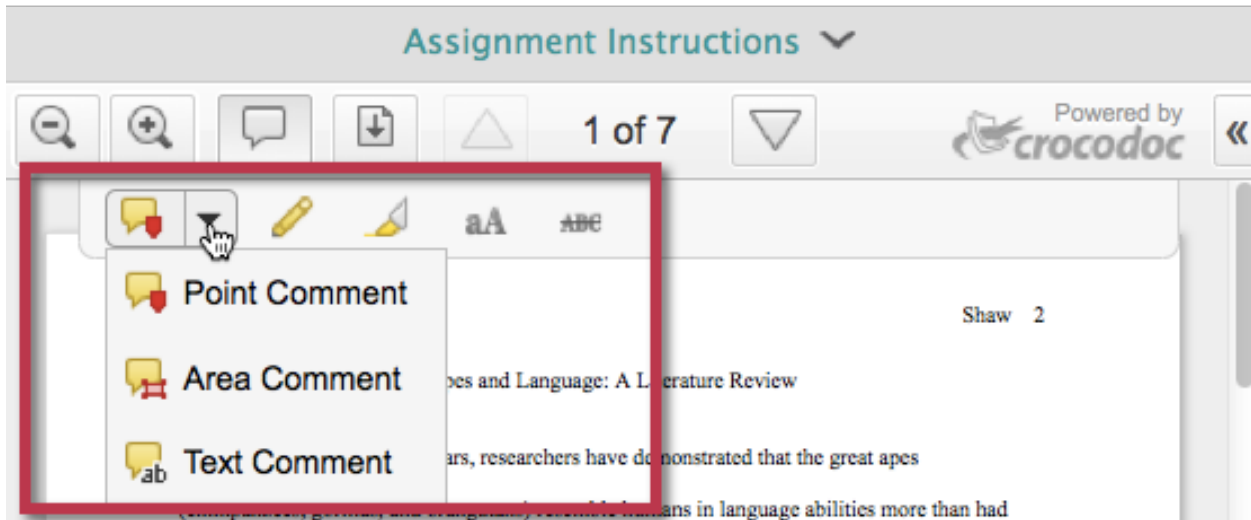
1 of 7

list of your comments & markups, and page thumbnails

Apes and Language: A Literature Review



### Annotation Toolbar










Button	Description
	Zoom out. Make the content of the file appear smaller. This button is also available to students when they review their submission.
	Zoom in. Make the content of the file appear larger. This button is also available to students when they review their submission.
Comment	Expand the list of annotation tools.
	Download a copy of the file. If annotations have been made, you have the option to download a copy in the original format or download a PDF version that includes the annotations. This button is also available to students when they review their submission.
	Move back a page. This button is also available to students when they review their submission.
	Move forward a page. This button is also available to students when they review their submission.
	View all annotations.



# UNM

## Extended Learning

Learn Support: 505.277.0857 Toll Free: 1.877.688.8817 Inside Learn – Create A Support Ticket

 Point Comment	Add a comment to a specific point in the document.
 Area Comment	Add a comment to a selected area in the document.
 Text Comment	Add a comment to selected text in the document.
 Draw	Draw in the document using a pencil tool.
 Highlight	Highlight selected text in the document.
 Text	Add text to the document.
 Strikeout	Strike out text in the document.



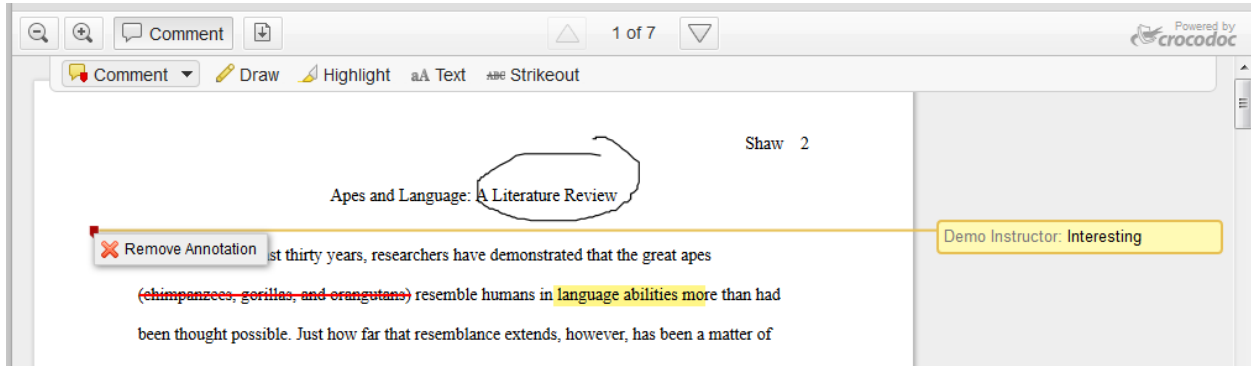
### Examples of Annotation Tools

The screenshot displays the Crocodoc annotation interface. At the top, there is a toolbar with icons for zooming, commenting, and downloading. Below the toolbar, a secondary menu contains options for Comment, Draw, Highlight, Text, and Strikeout. The main document area shows a text document titled "Apes and Language: A Literature Review". The text includes a paragraph about apes' language abilities and a list of four questions. Annotations include a hand-drawn circle around the title, a red dashed line across the first paragraph, a yellow highlight on "language abilities more", a red box around the list of questions, and a yellow highlight on "four questions". A sidebar on the right contains three comment boxes: "point comment" with the text "Demo Instructor: Interesting", "area comment" with "Demo Instructor: Nice bullets", and "text comment" with "Demo Instructor: nice number of questions".

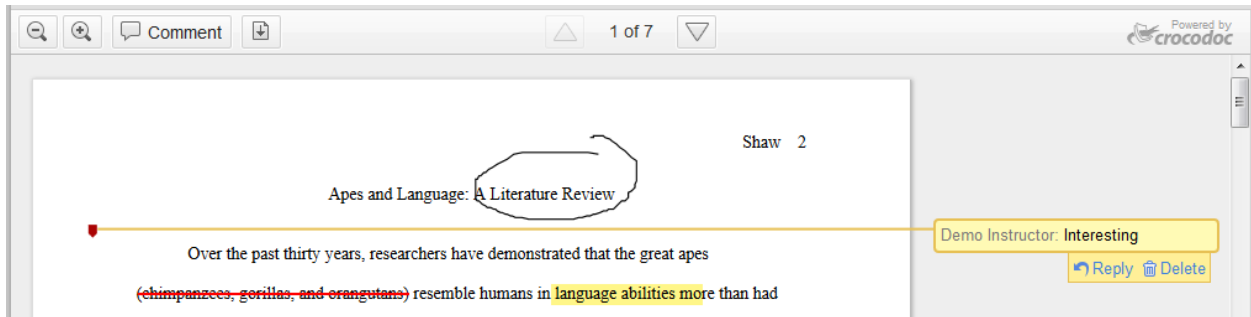


### Deleting Comments

There are two ways of deleting comments. You can right click on the comment on the left side of the screen.



Or you can hover over the comment on the right side of the screen and choose "Delete"





### List of Comments & Markups

To open the list



The screenshot displays the Crocodoc interface for document annotation. The main document area shows a text document titled "Apes and Language: A Literature Review" by Shaw. The text discusses apes' language abilities and includes a list of four questions. Annotations include a drawing of a circle around the title, a red box around the list of questions, and a text comment "This is a good starting paragraph" pointing to the first paragraph. The right sidebar, titled "Comments & Markups", lists these annotations with their respective timestamps.

**Comments & Markups**

- Drawing**  
Demo Instructor - 4 minutes ago
- Interesting**  
Demo Instructor - 5 minutes ago
- (chimpanzees, gorillas, and orangutans)**  
Demo Instructor - less than a minute ago
- language abilities mo**  
Demo Instructor - less than a minute ago
- "This is a good starting paragraph"**  
Demo Instructor - less than a minute ago
- Nice bullets**  
Demo Instructor - 2 minutes ago
- four questions.**  
Demo Instructor - less than a minute ago
- nice number of questions**  
Demo Instructor - less than a minute ago



### Grading Sidebar

The screenshot shows the 'Assignment Details' sidebar for a 'GRADE' section. The top part shows the 'Last Graded Attempt' with a score of 10/20. Below this is the 'GRADE BY RUBRIC' section, which includes a 'REFLECTIVE PAPER RUBRIC' used for grading. The 'FEEDBACK - SHOWN TO LEARNER' section contains a text area with the message 'Take a look at this attached file for some suggestions'. Below the text area is a rich text editor with a character count of 54. The 'File Name' section shows a file named 'doc.pdf' with a 'Mark for removal' option. At the bottom of the sidebar, there is an 'Add Notes' button and a 'SUBMISSION' section showing a file named 'Sample Paper.pdf'.

Three red callout boxes with arrows point to specific features:

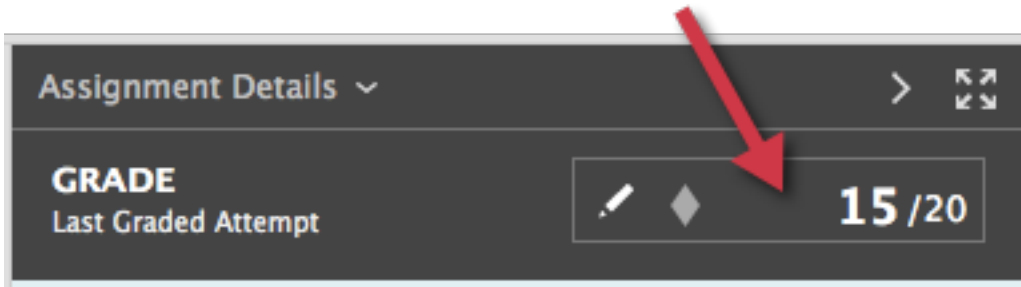
- Callout 1:** "Add the score here" with an arrow pointing to the score field showing 10/20.
- Callout 2:** "Use this window to type notes to the students and even attach files" with an arrow pointing to the feedback text area.
- Callout 3:** "Click here to add private notes for yourself" with an arrow pointing to the "Add Notes" button.





**BEWARE! – there are two places on this screen to enter a grade!**  
**Read on . . .**

If you enter a grade in the Grade box in the black area, that score will override anything you enter below it. You won't be able to just erase that grade if you want to use a score for a rubric.



**Grade Center : Assignments**

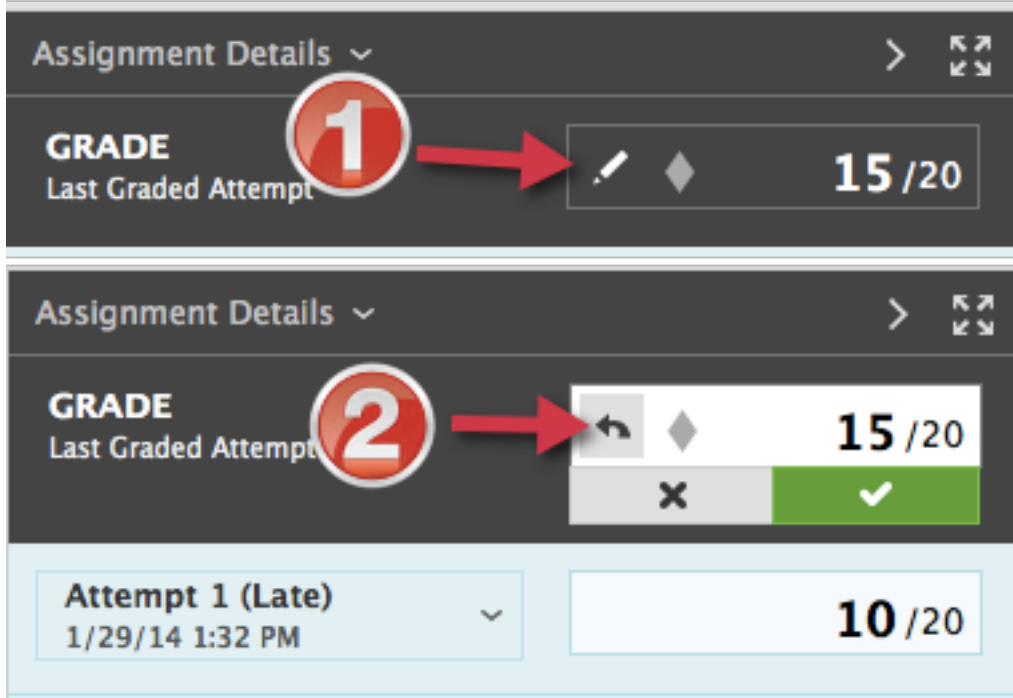
*When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, access the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)*

Grade Information		Assignment Details		Reports		Filter
<b>GRADE</b> Last Graded Attempt		<input type="text" value="15/20"/>		<input type="text" value="10/20"/>		<input type="text" value="15.00"/>
Attempt 1 (Late) 1/29/14 1:32 PM		Attempt 1 (Late) 1/29/14 1:32 PM		Attempt 1 (Late) 1/29/14 1:32 PM		Attempt 1 (Late) 1/29/14 1:32 PM
<input type="checkbox"/> Louie	Lobo	5.00	--	--	--	15.00
<input type="checkbox"/> Lucy	Demo	--	--	--	--	--
<input type="checkbox"/> User	Demo	--	--	--	--	--

Selected Rows: 0

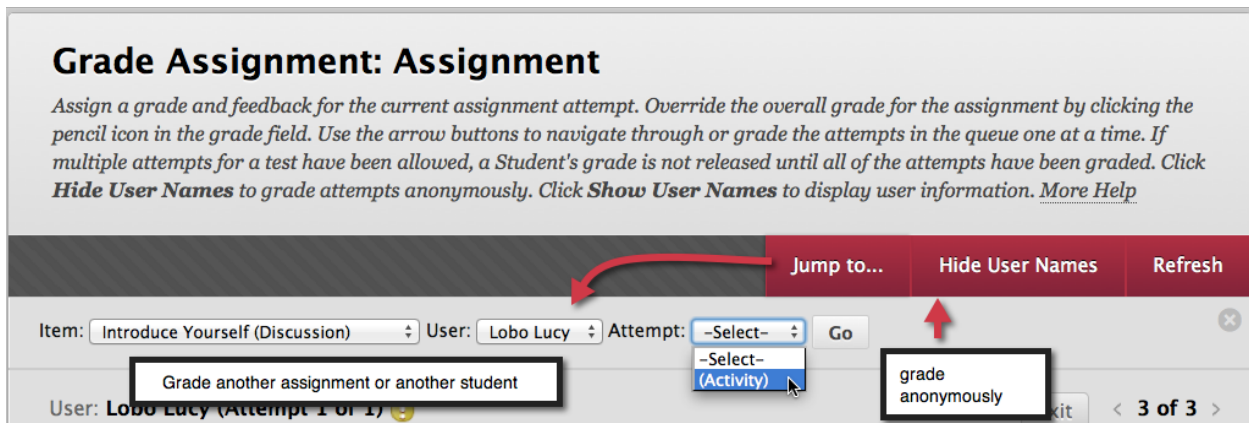


### To Remove an Overridden Grade



### Other Tools

- Use **Jump to** to grade another assignment or student.
- Use **Hide User Names** to grade anonymously





### Multiple Attempts in the Inline Grading View

The screenshot shows the 'Assignment Details' view in a learning management system. At the top, there is a 'GRADE' section with a pencil icon and a score of '10/20'. Below this, a list of attempts is shown. The first attempt, 'Attempt 1 (Late)', is highlighted in light blue and has a score of '10/20'. A dropdown menu is open next to this attempt, showing three options: 'Attempt 1' (1/29/14 1:32 PM) with a score of '10', and 'Attempt 2' (1/30/14 10:23 AM). A red arrow points from a text box to the dropdown menu.

This dropdown menu lets you select from multiple attempts