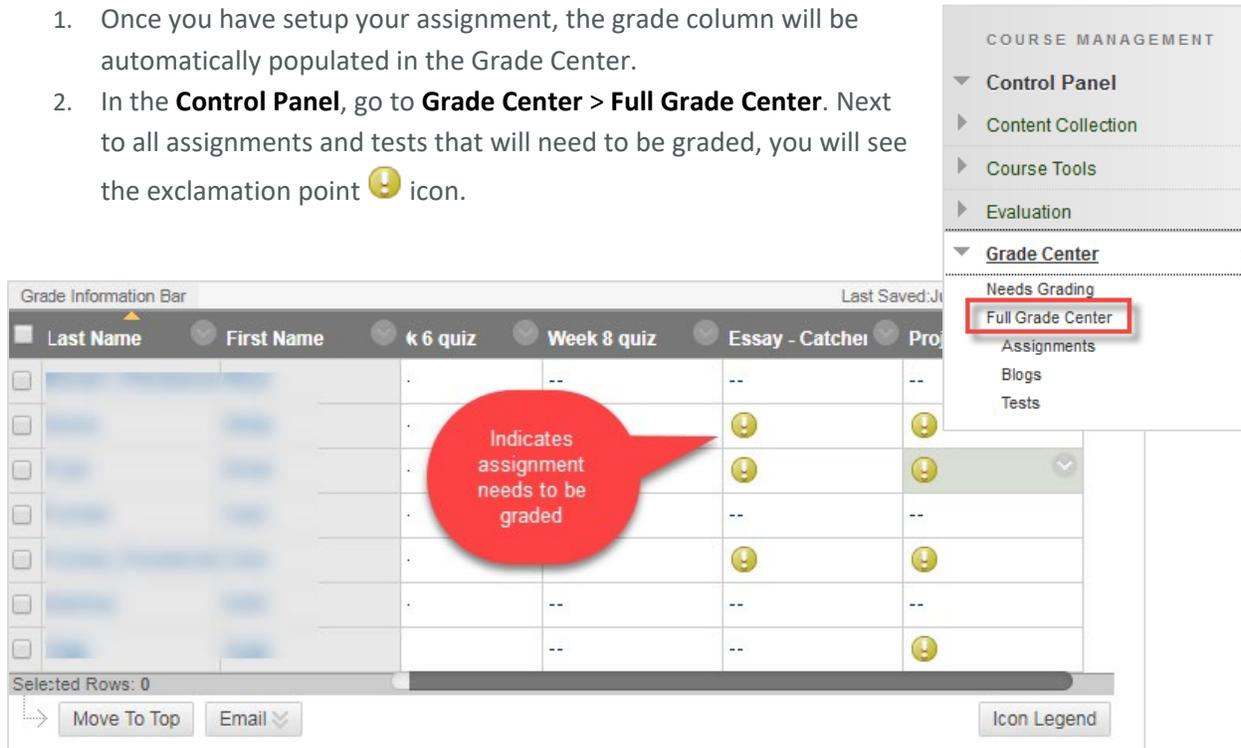


HOW TO COLLECT AND GRADE AN ASSIGNMENT

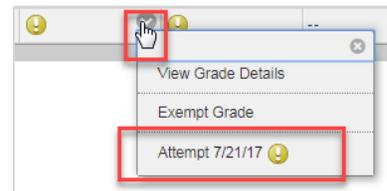
Please see [How to Create an Assignment](#) for directions on how to setup an assignment.

1. Once you have setup your assignment, the grade column will be automatically populated in the Grade Center.
2. In the **Control Panel**, go to **Grade Center > Full Grade Center**. Next to all assignments and tests that will need to be graded, you will see the exclamation point  icon.



The screenshot displays the 'Full Grade Center' interface. At the top right, a sidebar menu is open, showing the navigation path: COURSE MANAGEMENT > Control Panel > Grade Center > Full Grade Center. The main area is a table with columns for 'Last Name', 'First Name', and several assignments: '6 quiz', 'Week 8 quiz', 'Essay - Catcher', and 'Pro'. The '6 quiz' and 'Week 8 quiz' columns show dashes '--'. The 'Essay - Catcher' and 'Pro' columns show exclamation point icons. A red callout bubble points to one of these icons with the text 'Indicates assignment needs to be graded'. Below the table, there are buttons for 'Move To Top', 'Email', and 'Icon Legend'. The table also shows 'Selected Rows: 0' and a 'Last Saved: J' timestamp.

3. Click on the chevron  icon to the right of the assignment to grade the attempt.

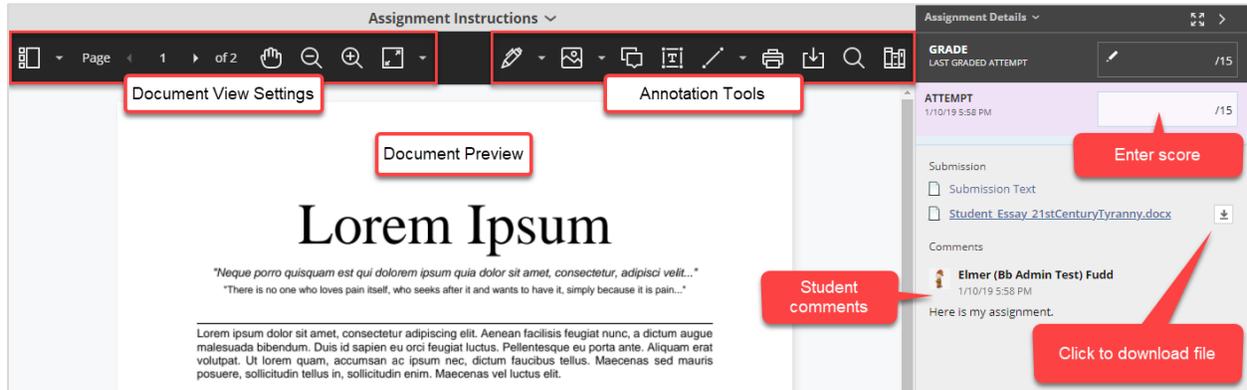


This close-up screenshot shows a dropdown menu for a specific assignment. The menu is open, displaying three options: 'View Grade Details', 'Exempt Grade', and 'Attempt 7/21/17'. A red box highlights the 'Attempt 7/21/17' option, which includes a small exclamation point icon next to it. A hand cursor is visible over the top of the dropdown menu.

GRADE ASSIGNMENT PAGE - GRADING OPTIONS

The grade assignment page displays Bb Annotate. Bb Annotate allows instructors to grade and annotate student work uploaded to a Blackboard assignment. The toolbar above the document window contains controls for adjusting the document view (left) and a series annotation tools (right). The sidebar on the right displays a place to enter score, view different submissions (if available), and student comments.

BB ANNOTATE CAN DISPLAY DOCX, PPTX, XLSX, PDF, JPEG, PNG, AND RTF FILES.



The image below contains descriptions of the settings and tools available on Bb Annotate's toolbar.

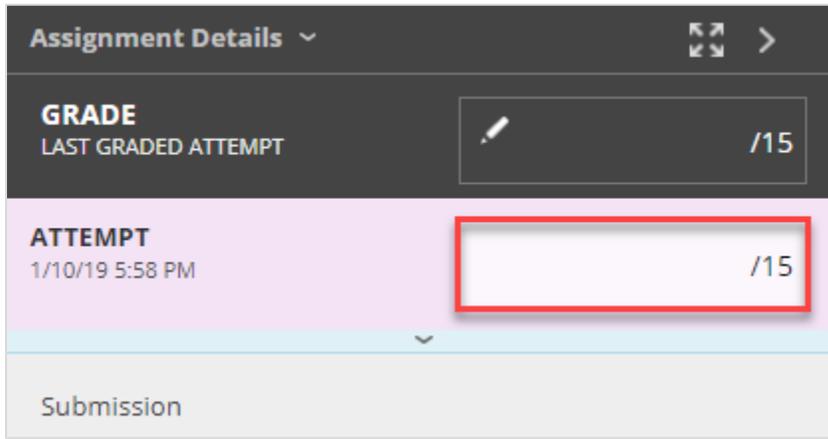


On smaller windows and screens, the toolbar display changes.



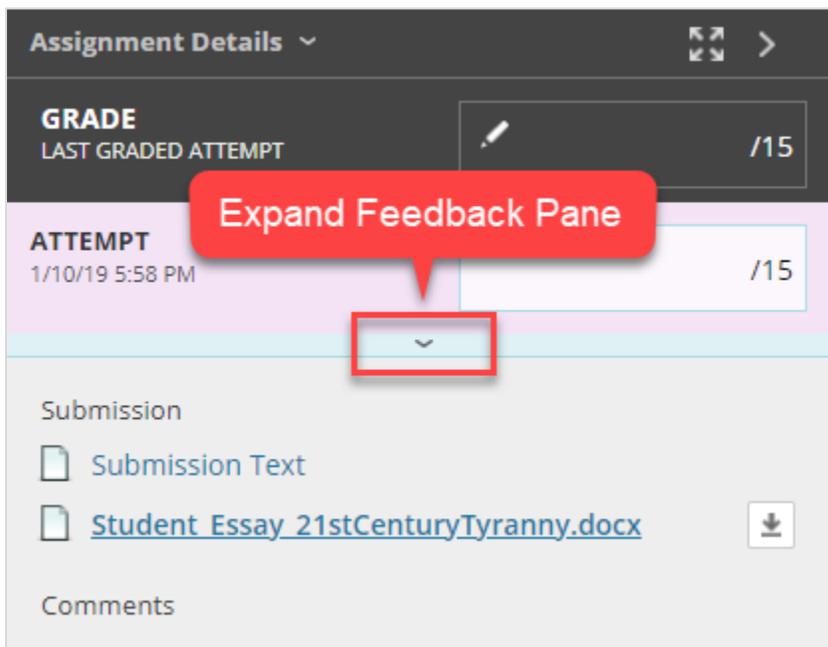
ENTER A SCORE

To enter a score, go to the sidebar under attempt and click the textbox enter a score.



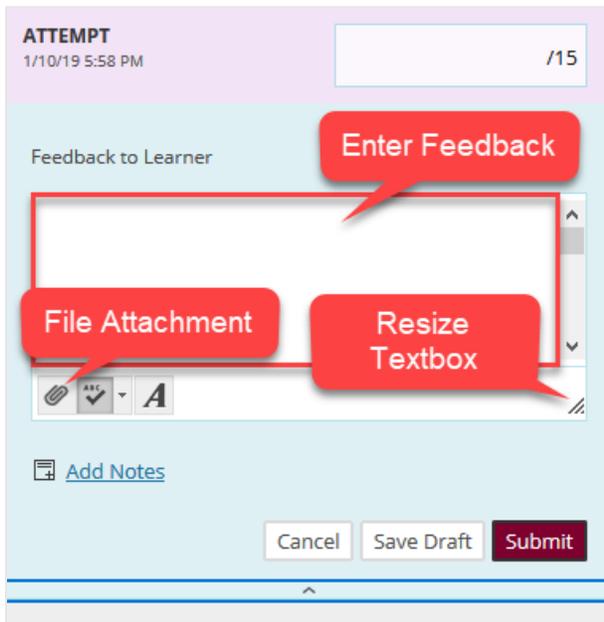
ENTER FEEDBACK AND ATTACH A FILE

To add general feedback and attach files, go to the sidebar and click the blue bar containing the arrow icon .



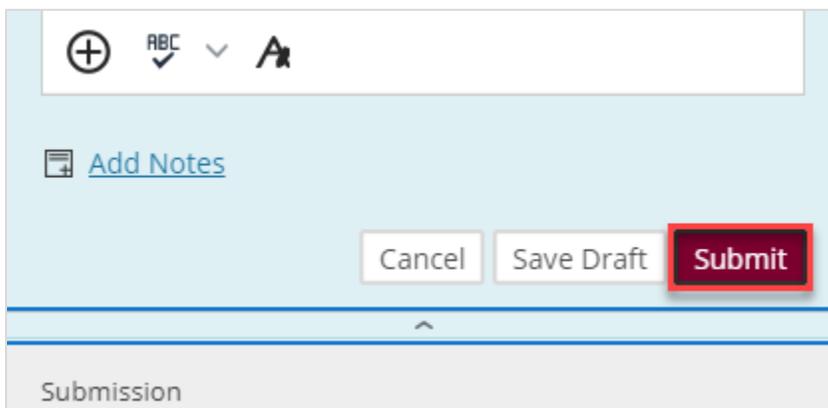
Enter student feedback in the Feedback to Learner text box. Use the paperclip icon  to attach files.

Use the Add Notes button  [Add Notes](#) to add a private note on this assignment. Notes added to the Add Notes textbox are not visible to students.



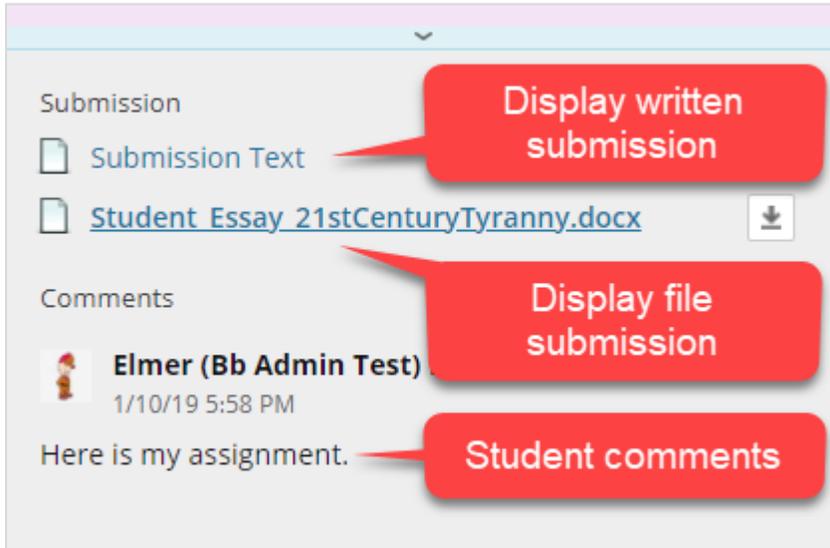
SUBMIT SCORE AND FEEDBACK

To save and submit the score and feedback, click **Submit**.



SWITCH FILE VIEWS

Some assignments may contain multiple files under Submission. If an assignment has multiple files attached, click the name to display the file. The example below contains two files. Submission text refers to text typed into the Blackboard assignment. The second file, ending in .docx, represents the attached file. Clicking the file will display the document.



BB ANNOTATE CAN DISPLAY DOCX, PPTX, XLSX, PDF, JPEG, PNG, AND RTF FILES.

ANNOTATE A DOCUMENT

Use the tools found in Bb Annotate to provide customized feedback to student work. Comments and drawings added to the document are saved on the page. Annotation sessions expire after one hour. However, a warning message will appear before the session expires.

For the best experience, please use a current version of Chrome, Edge, Firefox, or Safari.

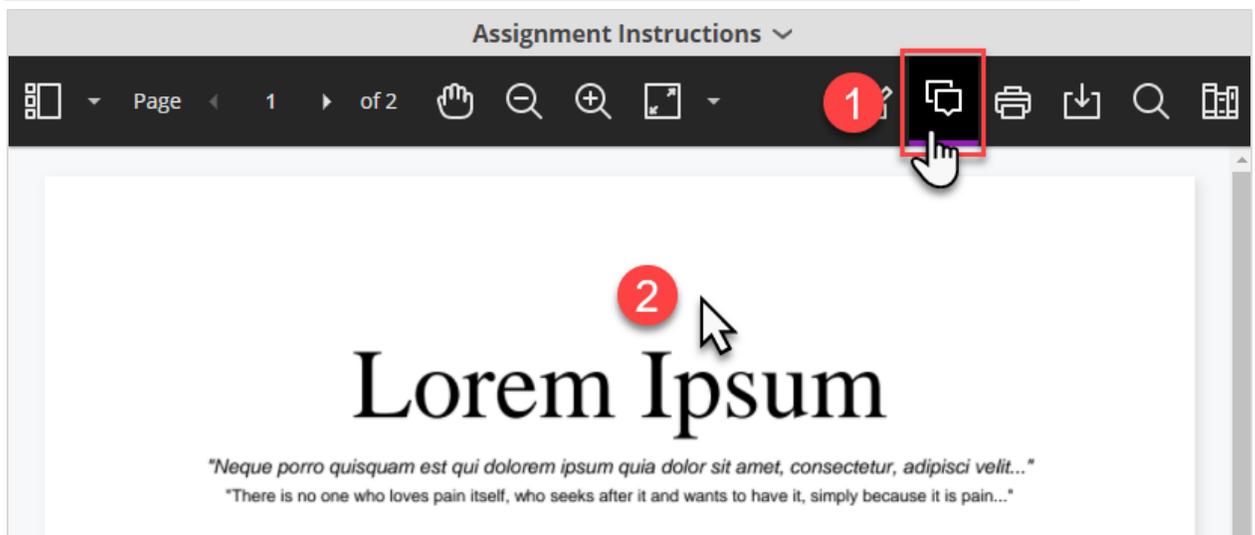
BB ANNOTATE CAN DISPLAY AND ANNOTATE DOCX, PPTX, XLSX, PDF, JPEG, PNG, AND RTF FILES.

ANNOTATION SESSIONS EXPIRE AFTER ONE HOUR.

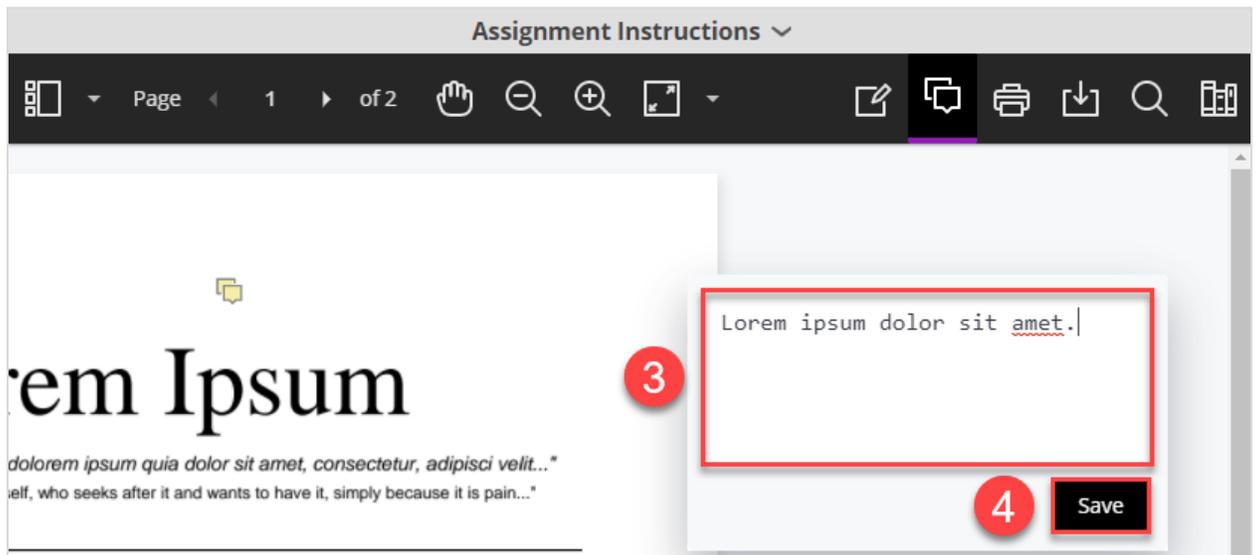
ADD A COMMENT

1. To add a comment, go to the Bb Annotate toolbar and click the speech bubble icon
2. Next, click an area of the document to pin a comment

IF THE COMMENT IS NOT IN THE CORRECT LOCATION, CLICK AWAY FROM THE COMMENT TEXTBOX TO CANCEL AND CLICK THE SPEECH BUBBLE ICON TO CREATE A NEW COMMENT.



3. When the small window appears to the right, enter the comments in the text box
4. Click **Save** on the lower right of the window to save the comment



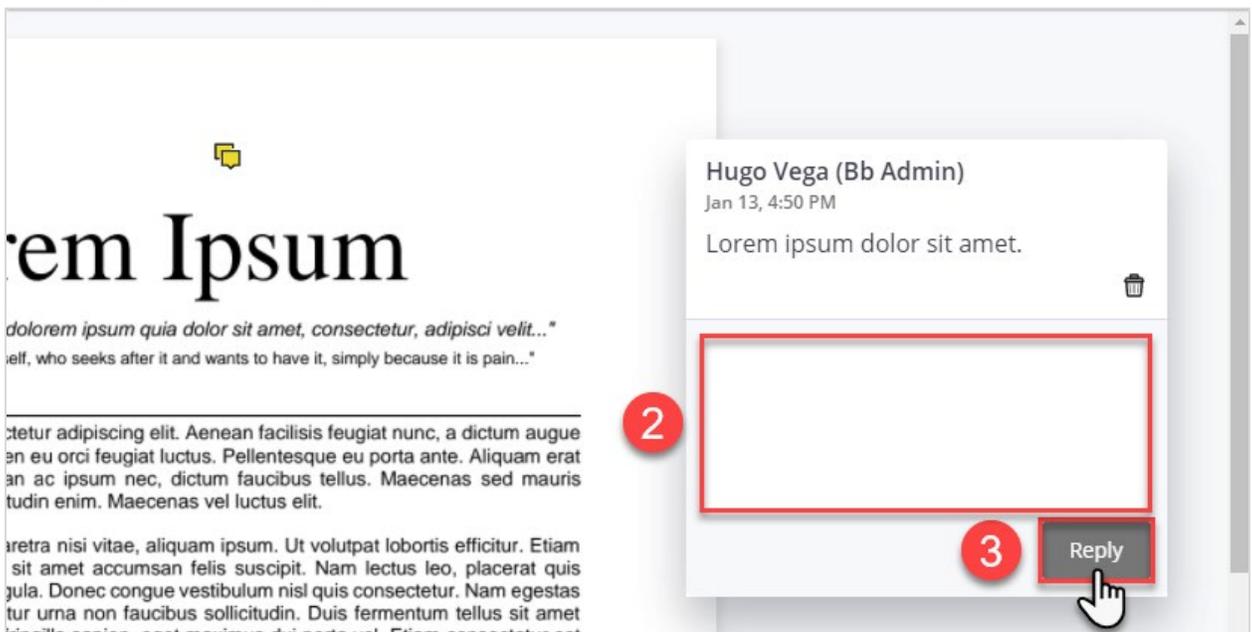
5. To finish adding comments, go to the Bb Annotate toolbar and click the speech bubble icon

REPLY TO A COMMENT

1. To reply to a comment, click on an existing comment



2. When the textbox appears, enter the comment
3. Click **Reply** on the lower right

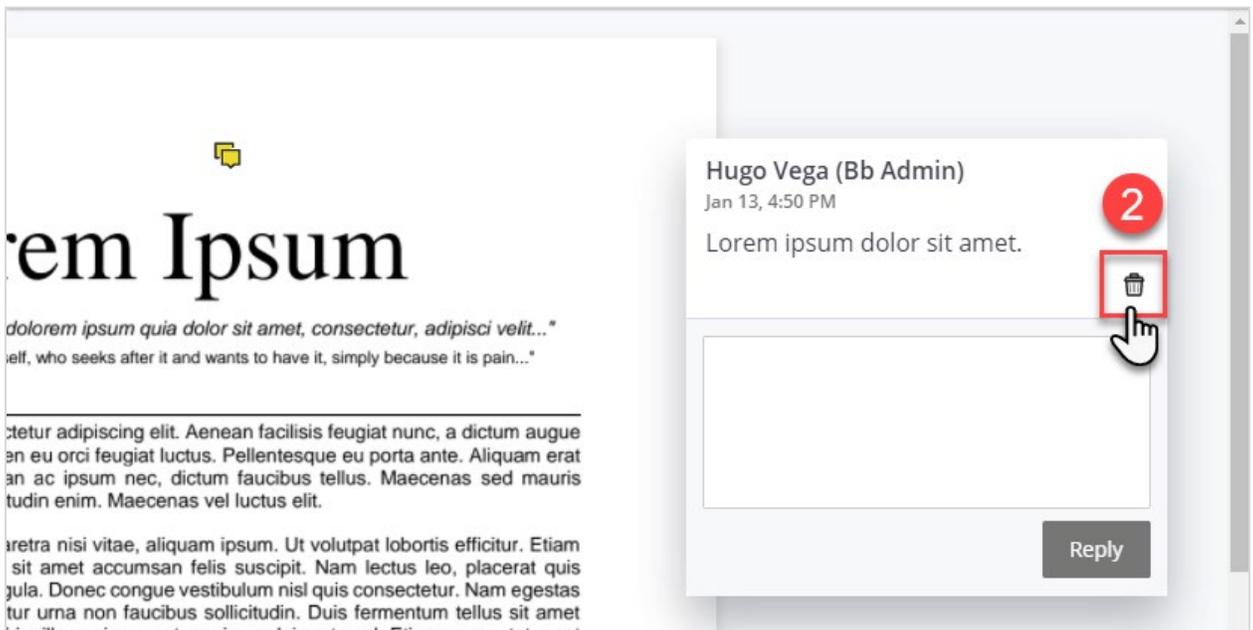


REMOVE A COMMENT

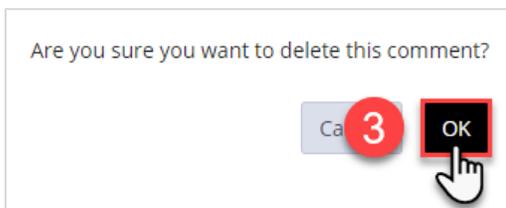
1. To remove a comment, click on an existing comment



2. Click the trash can icon

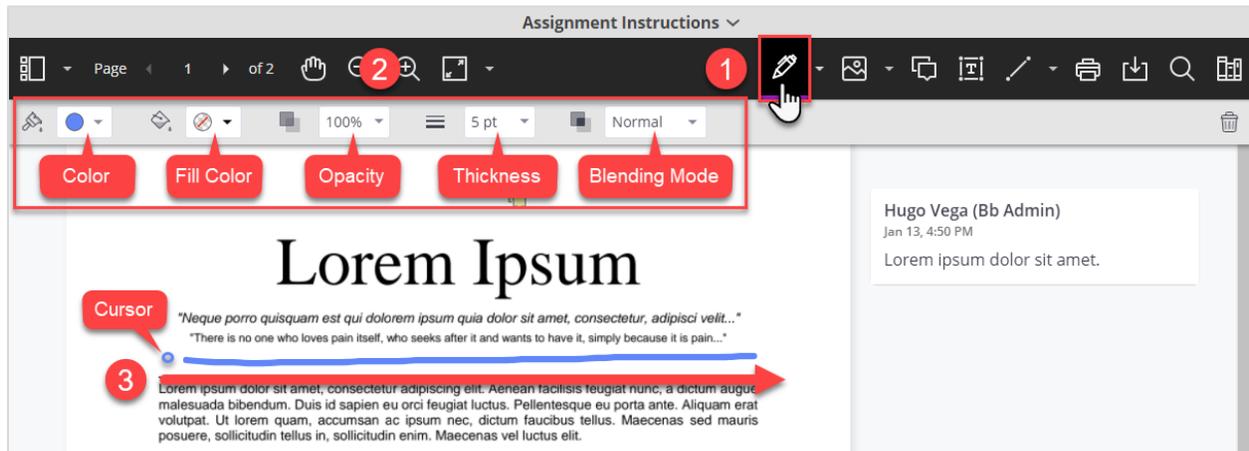


3. Click OK to delete the comment



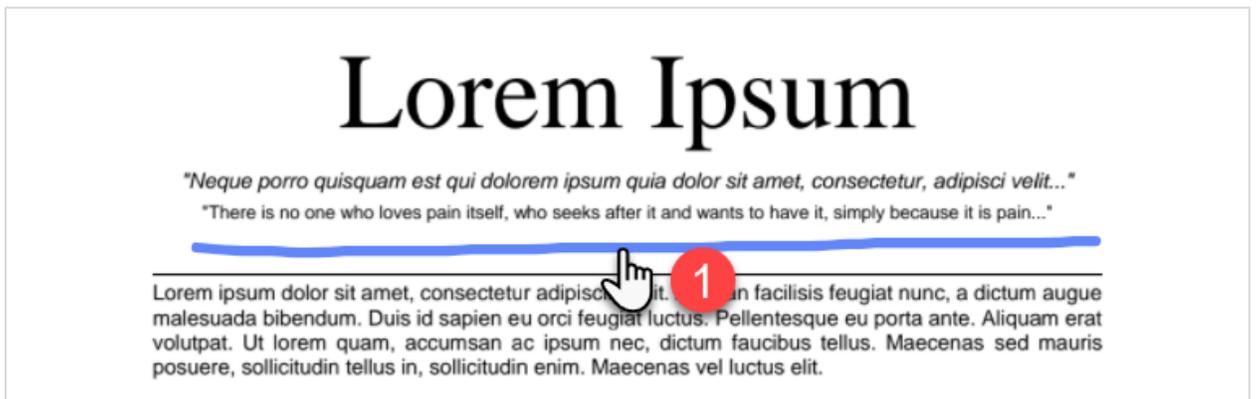
DRAW

1. To draw on a document, go to the Bb Annotate toolbar and click the pen icon
2. When the toolbar appears, adjust the pen settings (optional)
3. Click and drag on the document to start drawing
4. Release the mouse button to stop drawing
5. Click the pen icon to finish using the drawing tool

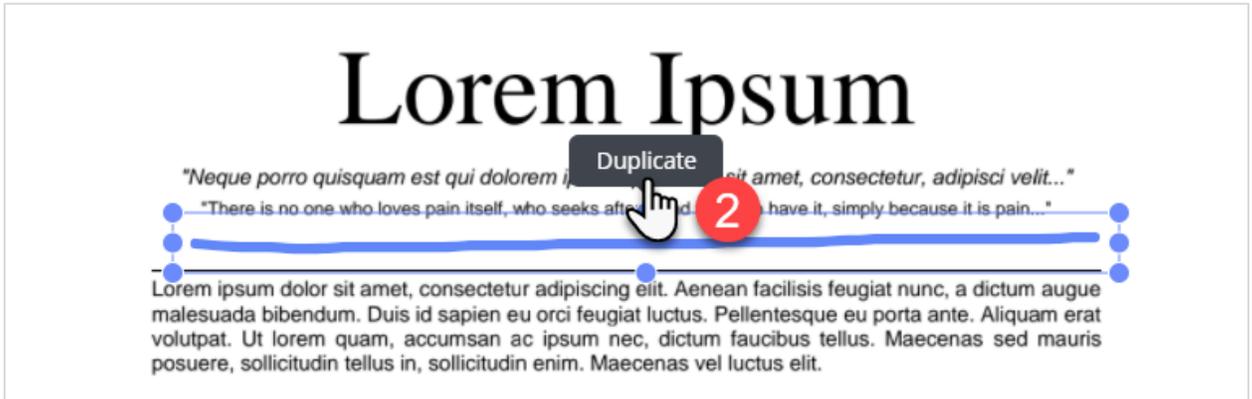


DUPLICATE A DRAWING

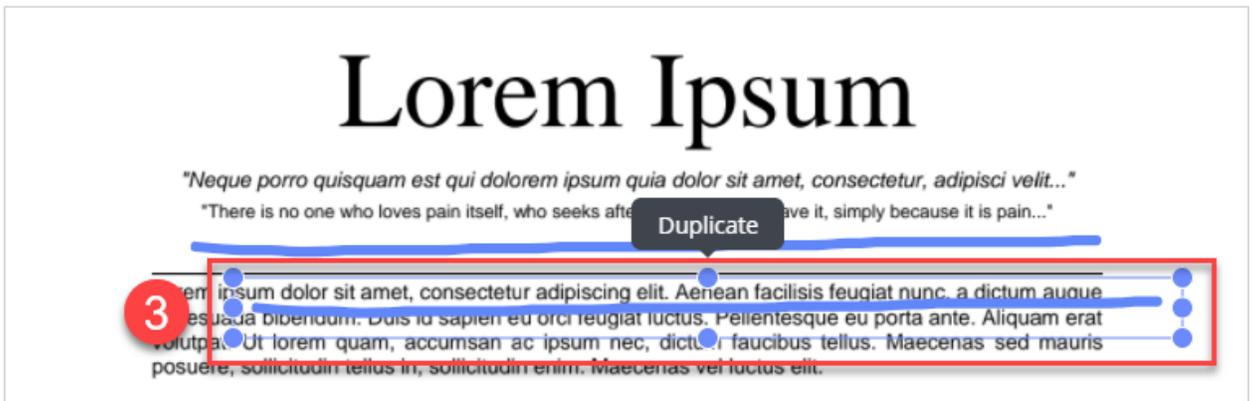
1. Click on a drawing



2. Click **Duplicate**

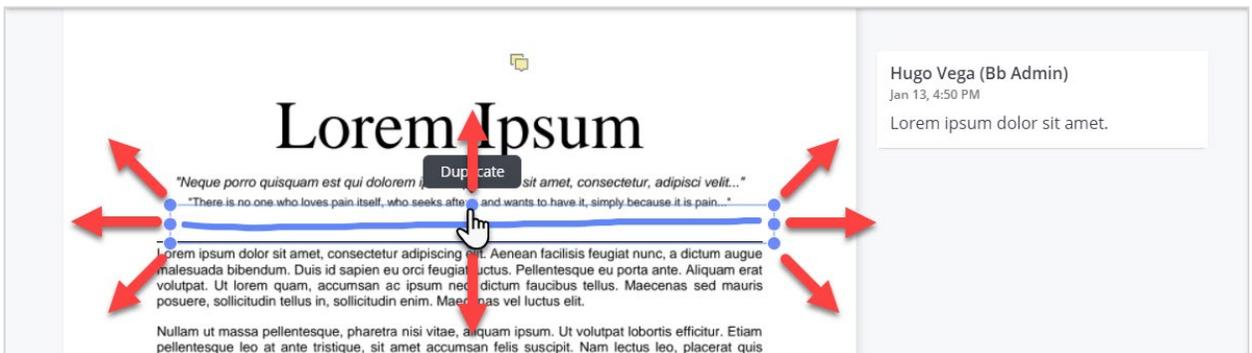


3. The duplicate drawing appears below the original



RESIZE A DRAWING

1. Click on a drawing
2. When the selection box appears, click and drag the handles (blue dots) to resize



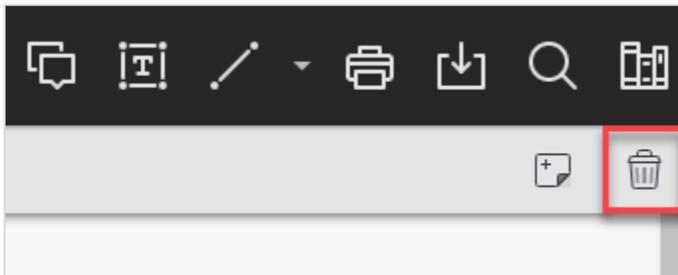
MOVE A DRAWING

1. Click on a drawing
2. Click and drag to move the drawing

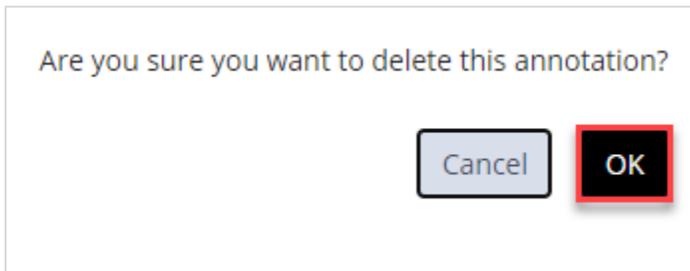


DELETE A DRAWING

1. Click on a drawing (not pictured)
2. Click the **trash can** icon on the upper right



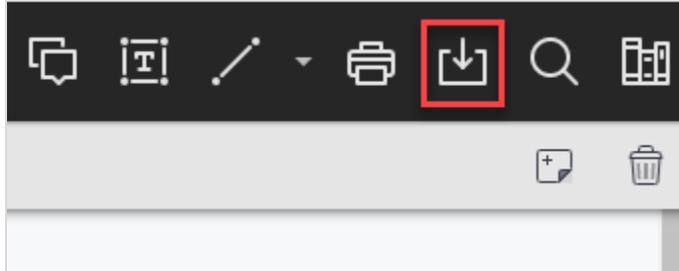
3. Click **OK** to confirm



DOWNLOAD ANNOTATED DOCUMENT AS A PDF

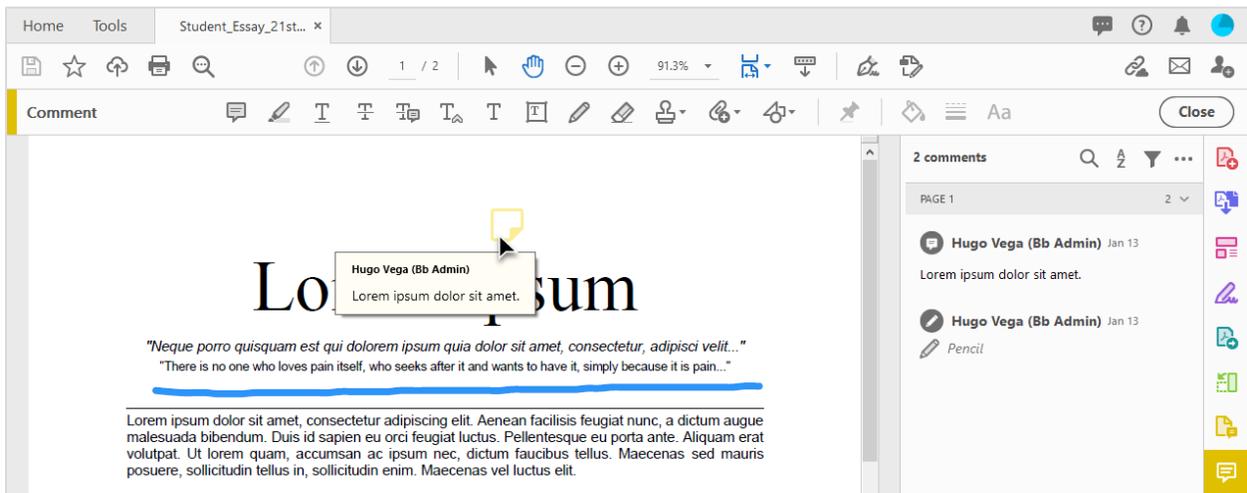
Bb Annotate has the option to download the annotated document as a PDF for offline viewing.

On the Bb Annotate toolbar, click the download button found on the right. The file will download in a few moments.



DISPLAY COMMENTS

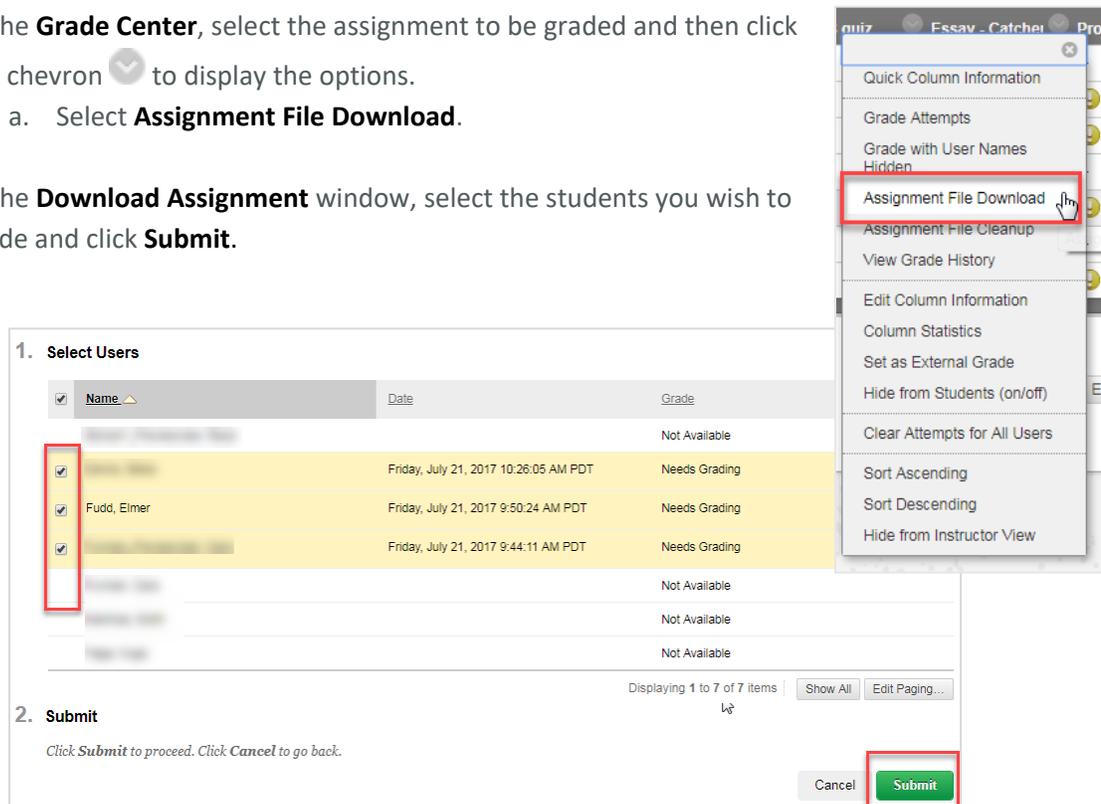
When the file is opened in a PDF viewer, such as Acrobat Pro, hover over the sticky note icon to display the comment.



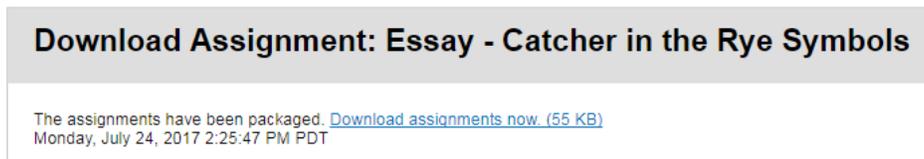
COLLECT ASSIGNMENTS TO GRADE

This function will allow you to gather assignments in bulk and grade them later.

1. In the **Grade Center**, select the assignment to be graded and then click the chevron  to display the options.
 - a. Select **Assignment File Download**.
2. In the **Download Assignment** window, select the students you wish to grade and click **Submit**.



3. In a few moments, a notification will display with a link to download the selected assignments.



4. Click the link to download a zip file with the selected assignments to your computer.

IN GOOGLE CHROME, FILES ARE DOWNLOADED TO THE BOTTOM LEFT OF THE SCREEN. IN MOZILLA FIREFOX, FILES ARE DOWNLOADED TO THE UPPER RIGHT SECTION OF THE SCREEN.