

How to mark a Blackboard Assignment

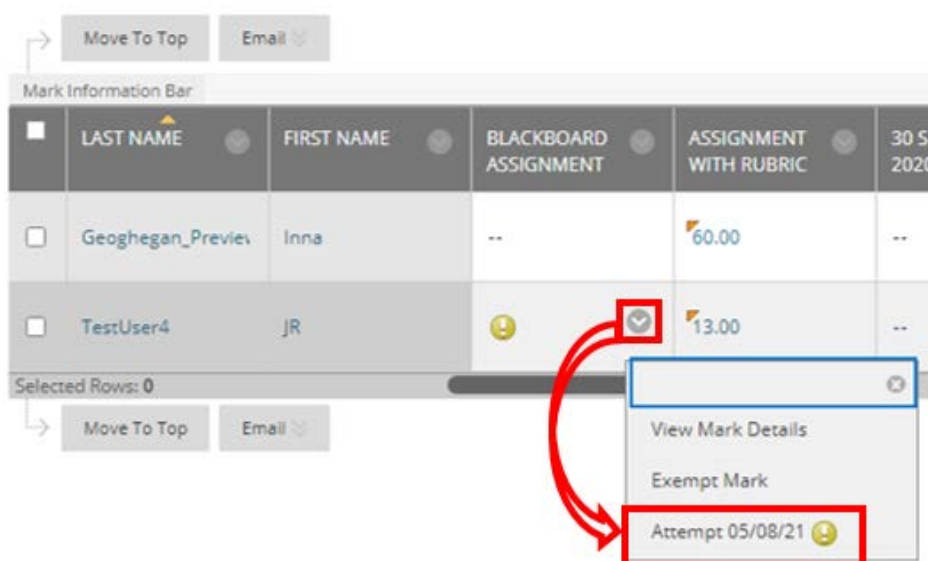
Blackboard Quick Guide

We recommend using Turnitin Direct Assignments for all text-based assessment tasks, to allow students the benefit of a similarity report and to retain their work in Turnitin Database as part of the academic integrity service. However, Turnitin does not cater well for group work assessment, only accepting one file attachment per attempt, and it does not accept some file types (such as video) for upload. In each of these scenarios, you may consider using the **Blackboard Assignment** facility.

This guide will explain how to mark a Blackboard assignment, but please [contact the LTO](#) if in doubt as to which online assessment tools may best suit the requirements of your particular course, or if you would simply like the help of a critical friend to discuss the options and help you make the right choice.

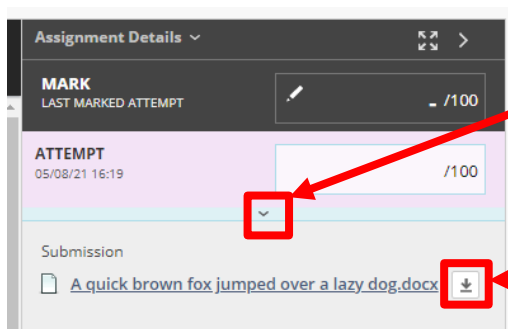
To access the assignment:

1. In your Blackboard course site, go to the Grade Centre
2. Find the column corresponding to the Blackboard assignment you are marking. In the “needs marking” area, click on the chevron (it will appear once you hover your cursor over the cell) and select **Attempt xx/xx/xx**:



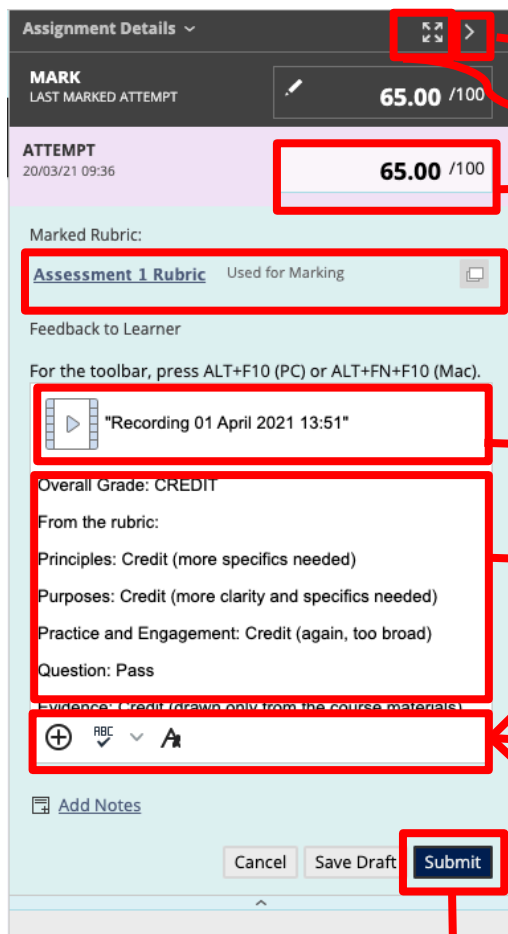
If the assessment submitted is a Group Assessment, all members of the group will have access to the feedback and marking rubric, and the mark will be automatically entered for each member of the group in Grade Centre.

There are two parts to marking a Blackboard Assignment: inline marking tool on the left, and a panel that manages the mark, rubric, general feedback to the learner and marking notes to the right. We will start with the latter:



The blue section can be accessed by clicking the small chevron underneath the pink section.

This is the student submission. Click on a download button if you would like to open the original submission in Word so that you can mark offline before reattaching the marked document back as feedback.



Click to collapse (or expand) this marking panel

Click to maximise/restore view

Enter the student's mark in the pink Attempt box.

If you are using a [Blackboard rubric](#), open and complete it here.

If you are attaching a feedback file, this is where it will appear.

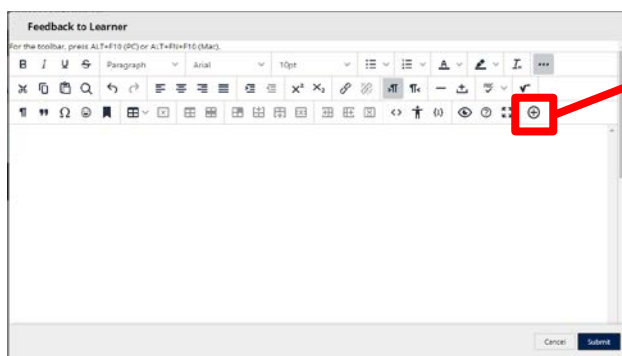
Type your detailed general feedback here.

Click here to attach files or Echo360 Videos

This is a spellcheck for your general feedback

Click here to open feedback in a separate text box and to record your feedback as a video

IMPORTANT: Do not forget to submit once finished!



To record your video feedback

Click here and select Insert from Webcam:

Insert from Webcam

Allow access to both your microphone and your camera:

learnit.nd.edu.au wants to

Use your microphone

Use your camera

Allow

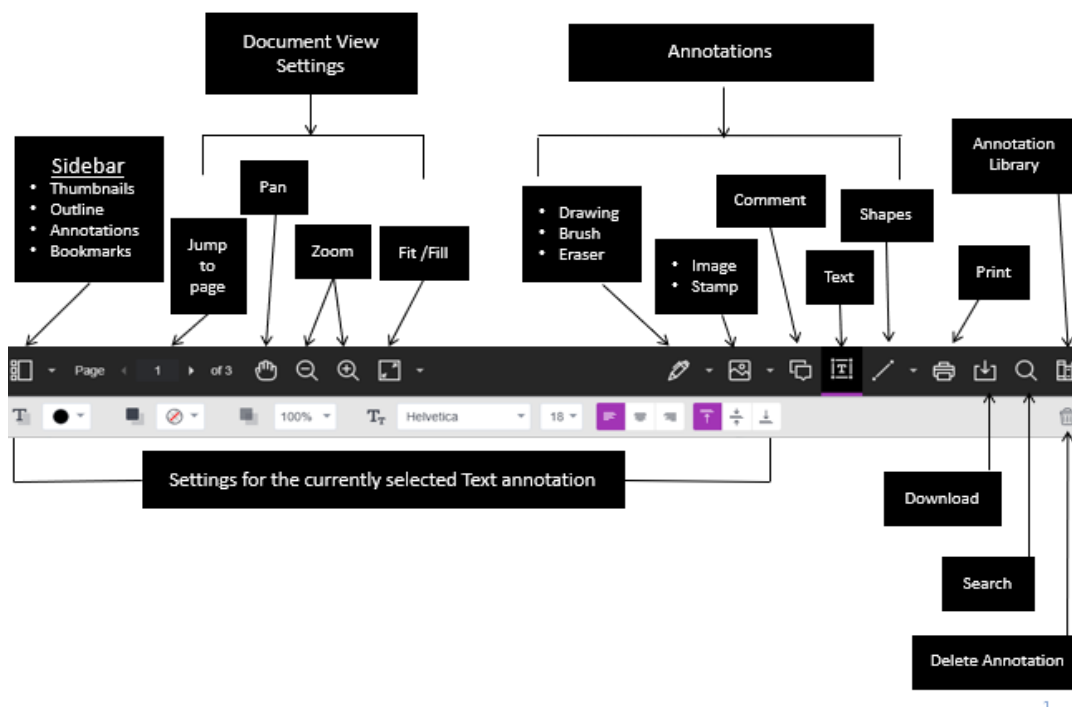
Block

Record your feedback, click on insert recording and submit.

You can also annotate the assignment document itself, using Blackboard's inline grading tool called Blackboard Annotate (that is the area on the left). It allows you to draw, comment and add text directly into the student's submission. Here is how to use it (you will also find this [Blackboard Video](#) helpful):

Annotate Menu

The menu along the top of the assessment submission is very powerful, here is what each item does. The second line of the depicted menu appears once you select one of the annotations available from top right – the one shown is for a Text annotation.



As part of the responsive design, the menu will appear differently based on the screen size. On medium and small screens, the Document View settings will change to display the page number being viewed, and annotation tools will be visible under the View Annotation Tools icon. On small screens, the Content Library will be hidden.



Sidebar View

This button is for the Sidebar view. Click on it to see, on the left part of your screen, a **thumbnail** view of the submission, an **outline**, list of all **annotations** and **bookmarks**. You can show or hide the sidebar as well as resize it.

Document View Settings

From the view settings, it is easy to **jump** to a specific page, **zoom** in and out of the submission or adjust the view to **fit** the page, fit the width or select the best fit.

Annotations

- **Drawing, Brush and Eraser** – The drawing and brush tools allow you to freehand draw on the document using various colors, thickness, and opacity. You'll have the option to either erase pieces of the freehand drawing or delete fully using the trash icon.
- **Image or Stamp** – An image or stamp can be added to the document. There are a set of pre-loaded stamps or create your own customized stamp.
- **Comment** – Comments can be added to the document to provide feedback and will appear to the right of the submission. You and other graders can add additional replies to a comment.
- **Text** – You can add text directly on the page. There are additional options to move, edit and change the appearance of the text, including font, size, alignment and color.
- **Shapes** – There are 6 options for adding shapes: Line, Arrow, Rectangle, Ellipse, Polygon and Polyline. Each option has its own customization settings to change the color, width, opacity, and more.

Print or Download

You can either Print or Download the document with annotations. When downloading, it is recommended to view annotated PDF's in a native PDF viewer such as Adobe Acrobat.

Search

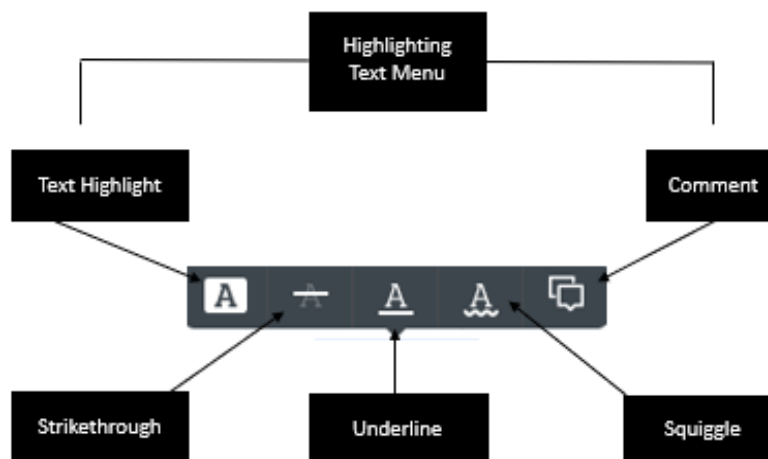
You can quickly search through the document to find specific text.

Content Library (Annotations Library)

The content library allows you to keep a bank of re-usable comments. You can easily add, edit, delete, or search through comments in the library. A comment can be added directly to the page as well through the context menu.

Highlighting

When directly highlighting text on a submission, an additional menu will open to allow you to highlight, strikethrough, underline, or comment.



The best way to explore Annotate is by entering Student Preview, submitting a test Blackboard assignment (make sure to tick "Keep the preview user and all data" option when exiting student preview!) and then marking your own test assignment using Annotate. It will also give you an opportunity to understand how your students will see their feedback – just go back as a Student Preview User after the assignment is marked and find it in My Grades.

Once the assessment is marked, you can quickly move to the next assessment using the arrows next to the student name at the top of the assessment:

