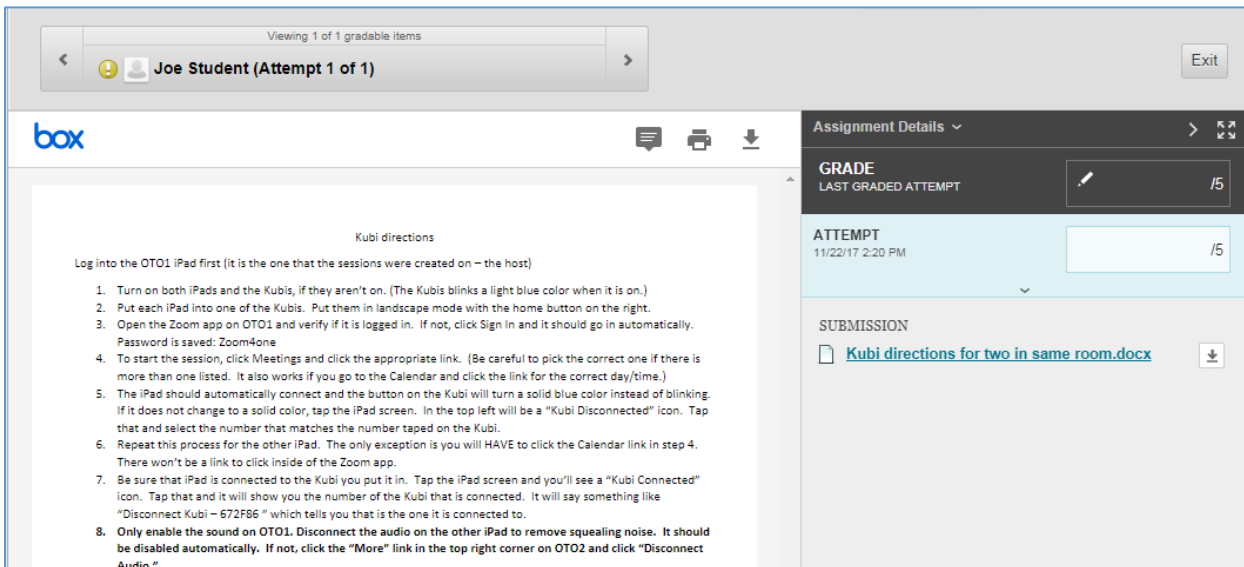


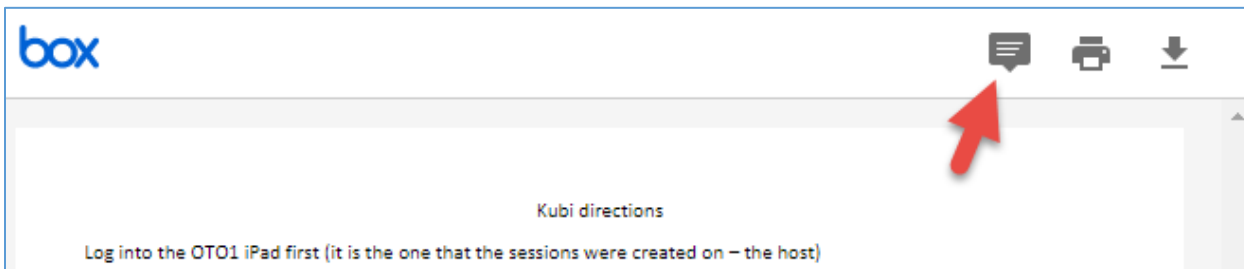
Grading Blackboard Assignments

When grading assignments, Blackboard displays some file types directly on the page without having to download the file and allows you to write comments directly on the assignment. This used to be done by a program called Crocodoc which was bought by a company called Box. Box has replaced this tool with their own program. (Note that you can still download the assignments to grade them if you prefer that work flow.)

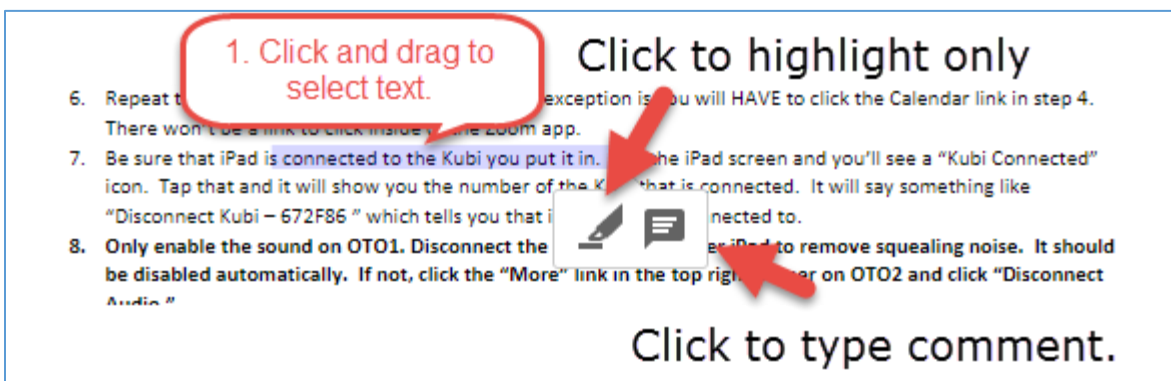
Here is what the new interface looks like which basically looks similar to the old interface.



To make a comment, click the text bubble (shown in the example below). You will see a message that says “Click anywhere to add a comment to the document.” So click the spot where you want to post a comment. A box will pop up. Type your comment in that box and then click the Post button.



To highlight and comment text, select the text by clicking and dragging your cursor over the text. Click the text bubble listed beside the highlighter icon to add a comment to the highlighted text. (If you only click the highlighter icon, the text will be highlighted without comments. This could be confusing for students.) After typing your comment, be sure to click the Post button.



NOTE: The highlighting with comment tool only works with SOME file types like PDF, Word or PowerPoint. It won't work on an image file, so you won't see the highlight option available in files that this feature isn't supported.

Box will allow more file types to display directly on the page, but there are still some file types that you won't be able to make comments on. For image files, Box will let you make comments in a pop up box but you can't use the highlighter tool since it is an image not text. Other file types like Excel, html and video can only be viewed but you can't add inline comments or highlight the text.

Instead of comments being displayed on the right side of the displayed document, the comments will show in pop up boxes as the students point at the comment icon or highlighted text. You should just be able to hover your mouse over the icon or highlighted text to see the comment box pop up. If the box doesn't open, **click** the icon or highlighted text.

Note about older assignments that were marked using Crocodoc. The assignments that had comments on them before the switch to Box will still show those old comments. You can't edit the old comments but you can add new comments. Those old comments will show if you download or print those old assignments but new comments won't show. Old comments on the far right side may be cut off. Click the Zoom Out icon at the bottom until the box is viewable.

Here is what both the students and faculty see when they open an assignment that has comments included. You just need to hover over a text bubble icon or highlighted text to see the comment pop up. You may have to actually click on the icon or highlighted text sometimes to get the comment box to open.

The screenshot displays the 'Review Submission History: Box assignment 2' page. On the left, a document titled 'Grouping Courses by Term.pdf' is shown with two instances of the 'Course List' text highlighted in yellow. Red arrows point to these highlights with the text 'Hover over highlighted text to see the comment box.' Another red arrow points to a small blue speech bubble icon in the top right corner of the document with the text 'Hover over this icon and a comment box will pop up.' Below the document, a red circle highlights a gear icon in the top right corner of the 'Course List' text box, with a red arrow pointing to it and the text 'If the box doesn't open when you hover over the item, click the icon or highlighted text instead.' On the right side of the interface, the 'Assignment Details' panel is visible, showing a grade of 4.00/5 and a submission of 'Grouping Courses by Term.pdf' with a score of 4.00/5. Below this, the 'COMMENTS' section shows a comment from 'Feedback to Learner' dated 12/8/17 1:16 PM with the text 'Nice job'.

Important Notes:

1. If the student's assignment does not immediately appear and you see a download button instead, refresh your browser page to make it display. Or you can leave that assignment and re-enter it, then it will display. This refresh only needs to be done once per assignment/session. This is scheduled to be fixed soon.
2. Note that your grading session will expire after one hour of inactivity. So if you start grading and then don't click Submit before an hour passes, some of your comments will be lost.
3. You can delete a post you made by hovering your cursor over the comment. Then click the Trash icon in the top right corner of the comment box.
4. If you want, you can add additional comments in a box that displays below your first comments after you post it.



5. You can download or print a copy of the assignment using the icons at the top, but the comments you make directly on the assignment will not be included. (This is the same for students.)
6. There is currently not an option to strikethrough or draw on a student's assignment like Crocodoc had but we have been told that Box will add that to their program in early 2018.