

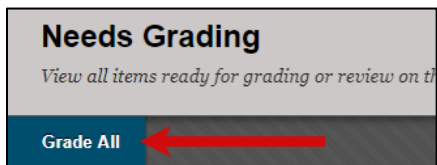
## Grade Center – Grading – Student Feedback

This handout will discuss the various ways instructors can provide feedback to students in Blackboard.

### Inline Grading

Inline Grading can be done from the Grade Assignments page which can be accessed via the Needs Grading page or the Grade Center. Instructors can view the assignment, enter a grade for the assignment and add annotations and comments. Instructors can annotate Microsoft Word documents, PowerPoint presentations, and PDFs in the browser. Only comments can be added to image files.

1. From the *Control Panel* expand the *Grade Center* section and select **Needs Grading**.
2. The *Needs Grading* page will appear.
3. Select **Grade All** at the top of the page to begin grading all submissions or select a name from the *User Attempt* column to grade a specific submission.

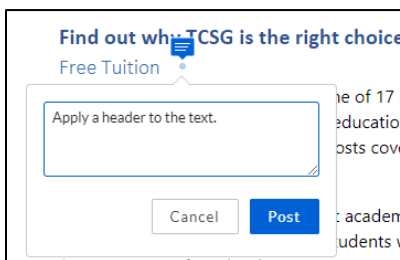


4. The *Grade Assignment* page will appear.
5. Follow the steps below to add comment annotations to a submission.

a. Add a Comment

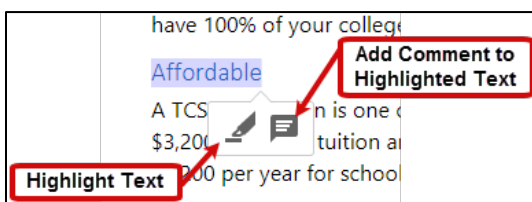


- Select the **comment icon** (Point annotation mode) in the New Box viewer.
- Select the place on the document where you would like to enter the comment.
- Enter the comment, then select **Post**.



b. Add a Comment to Highlighted Text

- Select the text to be highlighted.
- Select **Add comment to highlighted text**.



- Enter the comment, then select **Post**.

6. In the panel to the right, enter a grade in the *Attempt* field.
7. In the *Feedback to Learner* textbox, enter any feedback for the student.
8. Select **Submit**.

ATTEMPT  
5/30/19 1:24 PM

6 90/100

FEEDBACK TO LEARNER

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Your paper has been graded, please review the submission to see detailed feedback.

7

Add Notes

Cancel Save Draft Submit

8

**NOTE:** It is recommended for instructors to provide feedback of some kind to the students, even when doing inline grading. If feedback is provided, when students view their grades, they will see a comment bubble that will let them know that feedback has been provided and how to access it.

## Grade Center

In the gradebook, instructors can enter grades and add comments directly to a submission. Grades can be entered in any cell in the grade book. If the Needs Grading icon appears in a cell, the student has a submission waiting to be graded.

1. From the *Control Panel* expand the *Grade Center* section and select **Full Grade Center**.
2. Select a grade cell to begin typing.
3. Enter a grade and press the **Enter** key on the keyboard.

Roberson\_ta Erica ta\_eroberson -- 95

4. Select the contextual **menu** next to the grade.

Roberson\_ta Erica ta\_eroberson -- --

5. Select **Quick Comment**.

95.00

View Grade Details

Quick Comment

Exempt Grade

Attempt 5/30/19 95.00

6. Enter comments for the student in the *Feedback to Learner* field.
7. Enter notes for the instructor's view only, in the *Grading Notes* field.
8. Select the **Text Editor** button for access to editing and formatting options.
9. Select **Submit**.

The screenshot shows a grading interface with two text input fields. The top field is labeled 'Feedback to Learner' and has a red circle with the number 6. The bottom field is labeled 'Grading Notes' and has a red circle with the number 7. Below the 'Grading Notes' field, there are three buttons: 'Text Editor' (with a red circle 8), 'Cancel', and 'Submit' (with a red circle 9). The interface also includes a small 'abc' icon with a green checkmark next to each text field.

## Grade Details Page

On the Grade Details page, instructors can exempt grades, view student attempts, override a grade, view grade history and clear grades. Follow the steps below to enter feedback.

1. From the Grade Center, select a grade cell's contextual menu.
2. Select **View Grade Details**.

The screenshot shows a 'Grade Information Bar' with a table of student grades. The table has columns for 'Last Name', 'First Name', 'Username', 'Essay', 'Scuba Equipment', and 'Weighted To'. The first row shows 'Roberson\_PreviewL', 'Erica', 'eroberson\_previewL', and a grade of '--'. The second row shows 'Roberson\_ta', 'Erica', 'ta\_eroberson', and a grade of '--'. A contextual menu is open over the first row, with 'View Grade Details' highlighted. Other options in the menu include 'Exempt Grade', 'Attempt 3/1/19' (with a warning icon), and 'Attempt 3/1/19' (with a warning icon). Below the table, there are buttons for 'Move To Top' and 'Email'.

3. The *Grade Details* page will appear.
4. From the *Attempts* tab select **Grade User Activity**.

The screenshot shows the 'Grade Details' page with the 'Attempts' tab selected. The page has a table with columns for 'Date Created', 'Date Submitted (or Saved)', 'Value', 'Feedback to Learner', 'Grading Notes', and 'Actions'. The first row shows 'Apr 3, 2019 10:34:22 AM', 'Apr 3, 2019 10:34:22 AM (Needs Grading)', a grade of '--', and a 'Feedback to Learner' field. A red arrow points to the 'Grade User Activity' button in the 'Actions' column. Other buttons in the 'Actions' column are 'Clear Grade' and 'Edit Grade'.

5. In the *Current Grade Value* field, enter a grade.
6. In the *Feedback to Learner* text editor, enter feedback for the student.

**NOTE:** Underneath the *Feedback to Learner* text editor, the instructor has the option to enter notes for the instructor's view only, in the *Grading Notes* text editor.

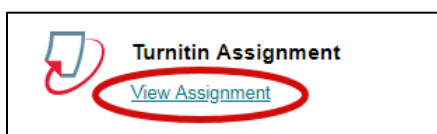
7. Select **Save**.

**NOTE:** Sometimes the *Feedback to Learner* text editor will appear in the panel on the right side of the window. For tests, the *Feedback to Learner* text editor is at the bottom of the *Grade Test* page.

## Turnitin

Turnitin is a tool used to help instructors check for originality of submissions. Turnitin gives instructors the ability to provide detailed feedback to students.

1. Navigate to the Turnitin assignment in the content area and select **View Assignment**.

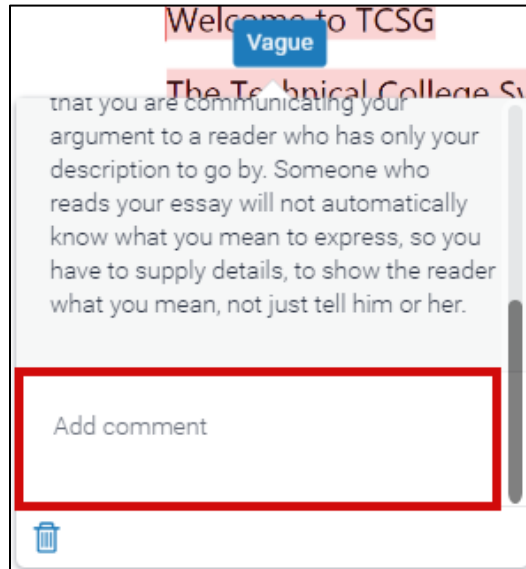





2. The *Turnitin Assignment* page will appear.
3. Select the **View Similarity Report** button to open the Feedback Studio.

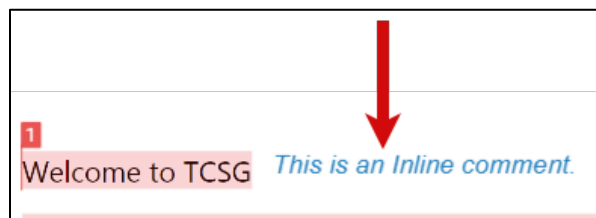
Author / Paper title	Paper ID	Date Submitted				
Erica Roberson_ta - Turnitin Assignment Submission	1137511180	May 29th, 2019 2:18 pm				93%

4. There are several options for leaving feedback.
  - a. *QuickMarks* are comments that are used frequently.
    - Select the place on the paper where a QuickMark will be added.
    - The in-context marking tool will appear. Select the **QuickMark icon**.
    - Select the **Commonly Used** drop-down menu for additional categories.
    - Select a QuickMark to add to the paper.

- Navigate to the bottom of the QuickMark information and select **Add Comment** to leave feedback for the student.



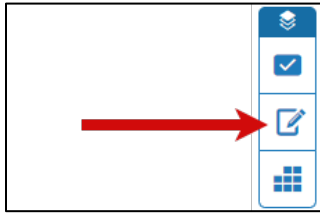
- Select anywhere outside of the Add Comment field to save the comment.
  - A comment bubble will appear next to the QuickMark. 
- b. *Bubble Comments* gives instructors the ability to leave longer comments.
- Either select a place on the paper to leave a comment or select a portion of text.
  - From the in-context marking tool that appears, select the **speech bubble**. 
  - Enter text in the comment field. Instructors can turn text into hyperlinks and apply simple formatting.
  - Select anywhere outside of the comment field to save the comment.
  - A speech bubble will appear on the paper.
- c. *Inline Comments* give instructors the ability to leave comments directly on the paper.
- Select a place on the paper.
  - In the mini toolbar that appears, select the **Text** icon. 
  - Type your comments in the text field that appears.
  - Select anywhere outside of the comment field to save the comment.
  - The comment will appear on the paper.



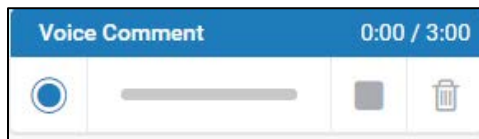
- Select and drag the comment to move it to a different place on the paper.

d. *Voice Comments* allow instructors to record comments on the paper.

- From the *Feedback Summary* side panel, select the **Feedback Summary** icon.



- The *Voice Comment* section will appear at the top.
- Before recording instructors may have to allow use of the computer's microphone.
- Select the **Record** button to begin recording a message.
- Select the **Stop** button when done recording.

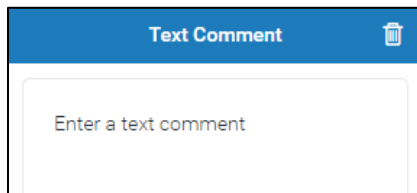


- When the recording has been stopped, select the **Play** button to listen to the recording.
- Select the **Save** button to save the recording.



e. *Text Summary Comments* allow instructors to leave overall feedback on the paper.

- From the *Feedback Summary* side panel to the right, select the **Feedback Summary** icon.
- Enter the text in the *Text Comment* textbox.



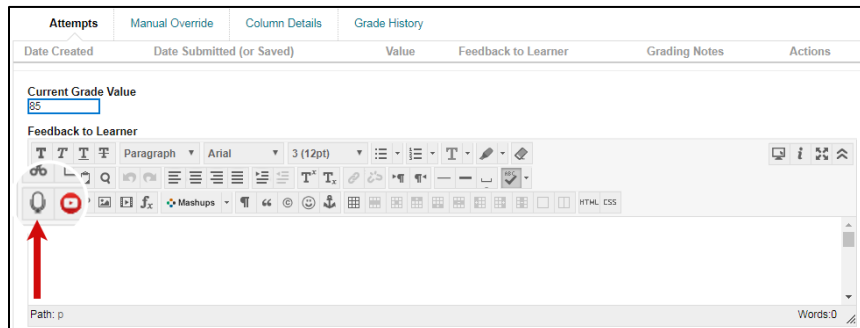
f. Select outside of the textbox to save the comment.

## Recording Feedback

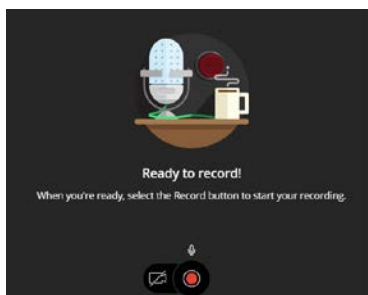
An instructor can create personalized feedback recordings for individual assessment attempts or manual gradebook items. Each recording can be up to five minutes long and can be either audio or video.

**NOTE:** This type of feedback can be used in any grading area that has the formatting toolbar in the text editor.

1. Navigate to the feedback area and select the **microphone icon** in the last row of the formatting toolbar in the text editor. **NOTE:** Instructors may be asked to give the browser permission to use the microphone and/or camera the first time they record feedback.




2. In the window that opens, select the **record** button to capture audio. To capture video and audio, select the camera icon before selecting record.



3. After completing the recording, change the name and enter alternative text for the recording.
4. Select the **Insert Recording** button.

**Your recording will be lost if you close the window before it saves.**

 **Feedback to Student\_Essay Assignment**  
00 : 21

**\*Recording Name**

**\*Alternative Text**

**Insert Recording**