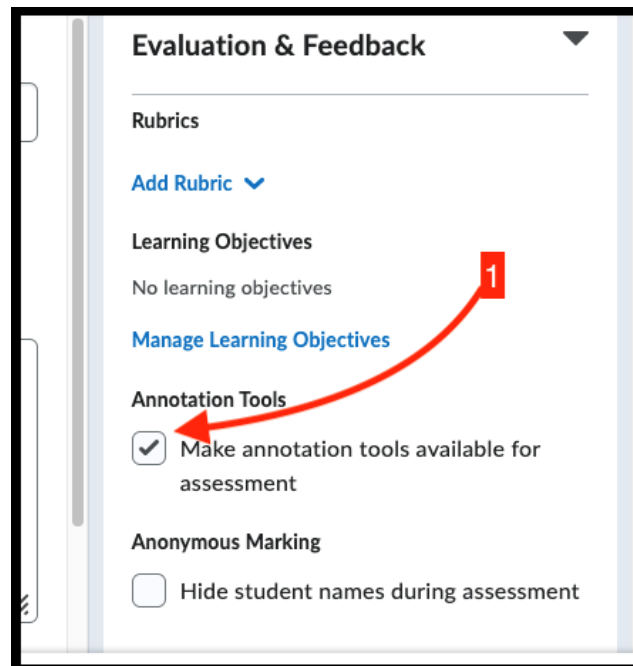


Using the Brightspace Inline Assignment Grading Tool

NOTE: The inline grading tool includes optional annotation tools. If you want to use the annotation tools, be sure to follow step #1 below.

1. To use the annotation tools be sure you have **clicked the checkbox** next to **make annotation tools available for assessment** when either creating or editing your assignment (see the “Creating an assignment” help document if you need more information)



2. Access the submission you wish to grade
 - a. To use the annotation tools, go on to step #3
 - b. If you are not using annotation tools move on to step #4
3. **Click the cross arrows** in the top right of the annotation tool to enter full screen (this will ensure you have access to all tools)

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Working across the resulting page you will have the following options:

Sidebar

You will have the **view options** of page thumbnails, outline, or bookmark. Click this icon a second time to close the side bar

Page selection

Use the arrows to **scroll through submission pages**

Settings cog wheel

This tool allows you to **choose page mode, choose page transition behaviors, and rotate page view**

Hand icon

The hand icon allows you to **grab pages** and drag the document to allow viewing of different areas

Zoom out and zoom in icons

For altering page view

Fit to page

For altering page view

Drawing tool

Click the icon itself to **open additional annotating options**

Notes tool

The page icon houses the **digital sticky notes** options

Textbox

This tool allows you **add your own text to the document**

Lines tool

Houses the options for **creating lines, arrows, rectangles**. Includes additional options that can be accessed by clicking the icon

Print

To print or save pdf copy of document

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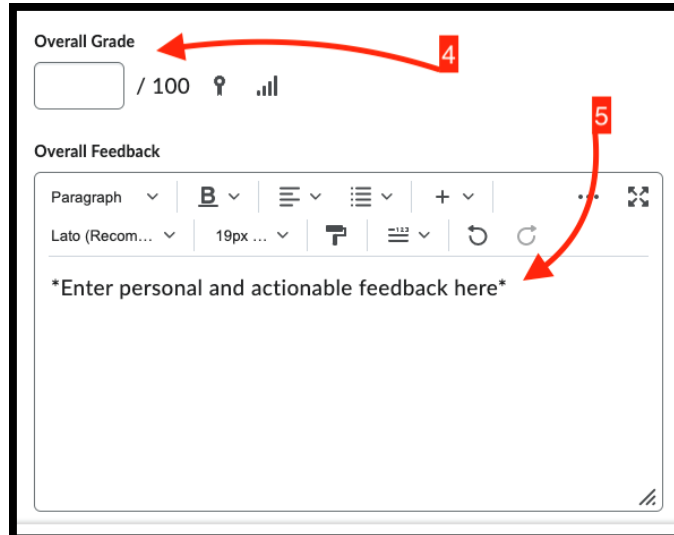
Search

For **searching for keywords** within a document

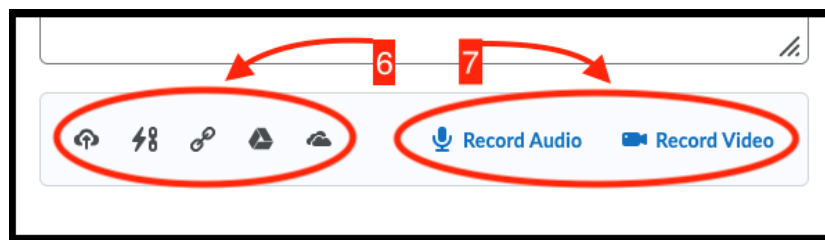
Download

For **saving digital copy** onto your computer

4. **Click the box overall grade box**, in the right hand column
5. **Use the overall feedback box** to enter comments

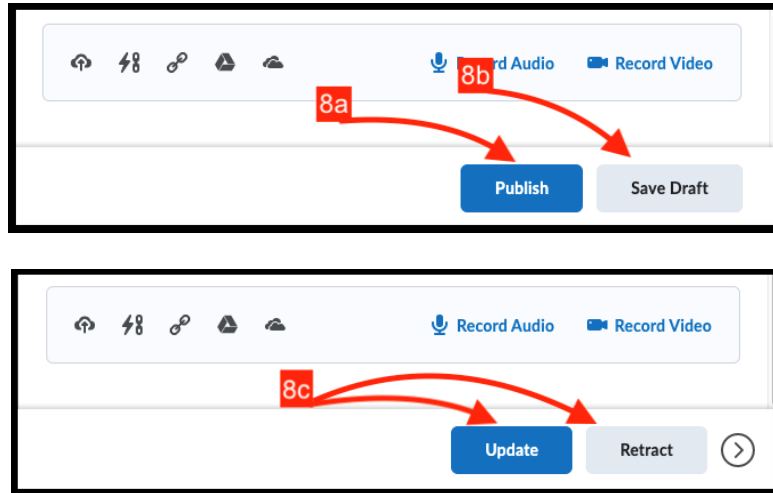


6. Optional- **upload, link, or attach additional materials** for student review.
You can:
 - a. Upload file
 - b. Link to existing activity
 - c. Attach weblink
 - d. Attach from Google Drive
 - e. Attach from Onedrive
7. Optional: click to **add audio feedback** or **add video feedback** for students



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8. If you are done, **click publish** or **click save draft**
 - a. **Publish** will make the grade official (note: see #8c)
 - b. **Save draft** will save your grading progress but not release to learners
 - c. After publishing, you can use this same area on the page to access **update** or **retract** options for that submission



9. If you have submissions from other learners, access them by **using the scroll arrows** on the top and bottom right of the page