Inline Grading

Gradable content, such as assignments, discussions, wikis, blogs and journals, can be graded using the Inline Grading feature. Instructors can review, annotate and provide feedback, in addition to posting a grade. The Inline Grading page also provides a view of the assignment details, grading rubrics and all student attempts. Students may view their grade, rubrics, and attached documentation through My Grades. Most options for navigating Inline Grading are available to both students and graders.

The Inline Grading Page

Button	Description
✏️	**Draw Annotation:** Draw lines to underline, circle or annotate. *This feature NOT available if the document has been uploaded in Microsoft Excel or image format. Annotation is not available for collaboration tools such as discussion boards and blogs.*
💬	**Point Annotation:** Click anywhere in a document or an image file and a comment box will appear.
🖨️	**Print the document.** The document prints without annotations.
⬇️	**Download a copy of the document.** The document prints without annotations.
💬	**Comment indicator.** This indicate that the grader has noted a comment. When the comment indicator is clicked, and a comment is added, both students and graders will see the comment. The *grader* can edit the comment.

Inline Grading Sidebar

From the Inline Grading Sidebar you can:

- Expand assignment details to show vital information about the assignment
- Post a grade for the attempt
- Deliver feedback
- Attach file, including annotated documents with feedback
- Add notes private notes that are not visible to the student as feedback
- Download the originally submitted file. If more than one file was submitted for the attempt, all files are available here
- Select additional attempts from a drop-down list. (The *multiple attempts* option must be chosen when the assignment is created)
- View the grading rubric associated with the assignment. (The *rubric* option must be chosen when the assignment is created)
- If this were a SafeAssignment, the link to the Originality Report would be found in the sidebar.

Use the Inline Grading Tool

1. Click the link for one of the assignments appearing on the assignment list

2. The Inline grading page opens. To add a comment, click **Comment**

3. Add your **comment**
4. Click **Post**

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5. Click in the **FEEDBACK TO LEARNER** window and add your feedback
6. Click the **attachment icon** to add a file. You may also **spell check** or manage the **font** of the feedback message
7. If the *rubric option* was selected when the assignment was crated, the grading rubric will be available here
8. Click **Add Notes** to add personal comments. *Notes will note be seen by the student*
9. Click the **download icon** to download attached documents
10. Post a *grade* in the **Attempt window**
11. Click **Submit** to grade the next student

Access Inline Grading from the Grade Center Spreadsheet

1. In the Grade Center, locate an assignment that needs grading
2. Click the **edit button** next to the explanation point
3. Click **Attempt**
4. The Inline Grading tool opens. Continue grading with comments, feedback and other information as noted above

Grade Safe Assign

SafeAssign originality reports provide detailed information about the matches found between submitted papers and existing sources.

- The SafeAssign report identifies all matching blocks of text.
- You should investigate whether the matching text is properly referenced.
- Detailing each match prevents detection errors due to differences in citing standards.

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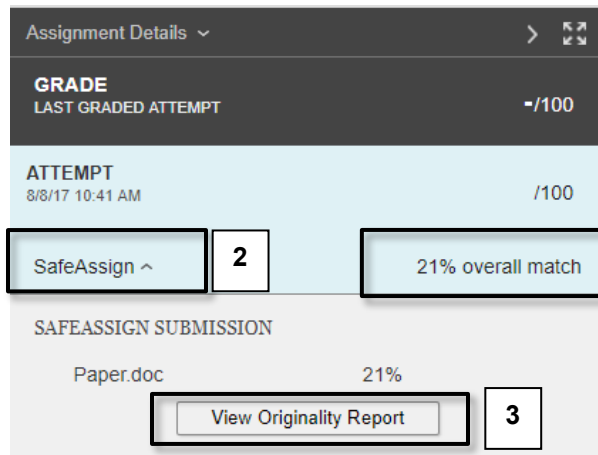
1. If a paper has been checked for plagiarism using the SafeAssign tool, the *SafeAssign link* will appear at the top of the page along with the *overall match quote*.
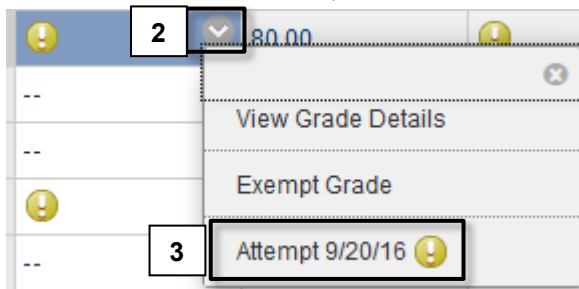2. Click the **Safe Assign link**
3. Click **View Originality Report**

4. The report opens and details the following information:

   A. **Report Information:** This section lists data about the paper, such as the author, percent of matching text, and when it was submitted. This section also includes options for downloading the report.
   B. **Suspected Citations:** This section lists the sources that have text that matches the text of the submitted paper.
   C. **Manuscript Text:** This section shows the submitted paper. All matching blocks of text are identified. Clicking a matching block of text displays information about the original source and the probability that the block or sentence was copied from the source.

5. Once you have reviewed the report, continue grading with comments, feedback and other information as noted above

Grade with a Rubric

1. In the Grade Center, locate an assignment that needs grading
2. Click the **edit button** ⊘ next to the explanation point
3. Click **Attempt**
4. The *Inline Grading tool opens*.

5. Click the **rubric link** to open the rubric

6. Select the **rubric options** that best value the students work.
7. When finished, click **Save Rubric**

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ATTEMPT
8/8/17 10:41 AM
0.00/20

Rubric evaluation completed

SafeAssign ⌄   21% overall match

GRADE BY RUBRIC

FINAL PRESENTATION RUBRIC   Used for Grading   ⬚

FEEDBACK TO LEARNER

8

Cancel   Sav   9   **Submit**

▢ Add Notes

8. Leave **Feedback** if necessary
9. Click **Submi**t to grade the next student.

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