Adding Inline Comments, Grades, or Grading Feedback to Student Papers in the Blackboard Grader App (instructors only)

https://youtu.be/Z18hnrtiUGU

Function: This tutorial will show you how to add electronic comments, grades, and grading feedback to student papers using the Blackboard Grader app. This is helpful if you're moving towards a paperless classroom, or if you wish to give feedback electronically and have those comments saved for both you and the student. *As you may know, the app is a bit glitchy, so I'll show you a few things that have worked for me.*

1. First, log into Blackboard Grader app, and from the drop-down menu, select the course.
2. Then, select the assignment you wish to add comment to.
3. As you can see, it is in portrait mode, not landscape mode. Don't worry, once you open the student paper, it automatically switches to landscape mode for you.
4. Open a student's paper.
5. From here you have three basic options for commenting: I can draw, I can leave a blue text box comment, or I can highlight.
6. To do draw on the paper or leave a comment, simply go to the white Box toolbar, and then click on the icon of the pencil to draw.
7. To leave a comment, click on the text box icon to the right of the pencil.
8. You have to click on the icon each time you want to draw or leave an individual comment.
9. And then to highlight, simply tap in the paper where you wish to highlight a word or passage.
10. It's helpful to walk students through how to view their comments while in class together since some students can miss these blue box comment altogether. In fact, they're only visible if students go back into their submission on Blackboard. Often when I've asked students to, "view my comments and revise", they assume that I'm referring to the grading notes, which I'll show you now.
11. To add a grade, feedback, and grading notes, click on the pencil icon on the upper right hand corner in the blue toolbar. This will uncollapse the grading column.
12. Yet, while in landscape mode, the column isn't visible, so to add grading comments or a grade, I have to detach my keyboard and flip my iPad into portrait mode again.
13. From here, I can type grading feedback, add in audio comments, or even add in video comments (but those have to be under one minute in length).
14. When you're ready to enter the grade, simply enter a number and hit "send grade".

15. The one trick to remember is that the draft has to be graded for any inline or grading comments to be visible to the student.