

Giving Feedback in Blackboard

You can annotate and grade student files directly within the browser with Blackboard Annotate.

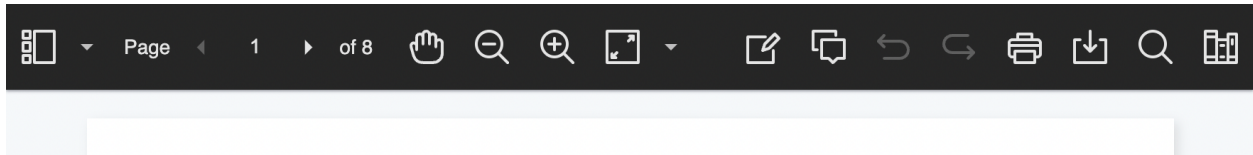
The screenshot displays the Blackboard Annotate interface. On the left, a document titled "Impact of Habitat" is open. The document text includes sections on habitat loss, its causes, and conversion rates. Annotations are visible: a red box highlights the sentence "Habitat loss is probably the greatest threat to the variety of life on this planet today," with a red "Opinion" label to its left. A red circle highlights the number "94" in the text "during the 1990s was about 94 million ha," with a red "Source?" label to its left. The right sidebar shows "Assignment Details" with a "MARK" section (LAST MARKED ATTEMPT) and an "ATTEMPT" section (03/03/20 09:03). Below this is a "Submission" section with a file named "ExampleAssignment1.docx" and a download icon.

Things to Know Before You Begin Giving Feedback in Blackboard

- On the *Assignment Submission* page, supported file types open in the browser. You can view and annotate these document types in the browser:
 - Microsoft® Word (DOC, DOCX)
 - Microsoft® PowerPoint®(PPT, PPTX)
 - Microsoft® Excel®(XLS, XLSX)
 - OpenOffice® Documents (ODS, ODT, ODP)
 - Digital Images (JPEG, JPG, PNG, TIF, TIFF, TGA, BMP, HEIC)
 - Source code (Java, PY, C, CPP, etc)
 - Medical Images (DICOM, DICM, DCM)
 - PDF
 - PSD
 - RTF
 - TXT
 - WPD
- Annotation sessions expire after one hour. You'll receive a warning message before your session expires. Your completed annotations, feedback, and files are saved on the page. When you return, you can resume working.
- Animated gifs display only the first frame in the pdf viewer for annotation purposes. Download the submission to view the animated gif.

- Original formatting and embedded images are preserved. If a student submitted an unsupported file, you're prompted to download it. Assignment submissions created through the editor aren't compatible with inline grading.
- If the submitted file (not converted) is greater than 300MB, processing will stop, in order to guarantee no data loss and good performance.
- BB Annotate is [supported](#) on current versions of Firefox, Chrome, Edge, and Safari.

Blackboard Annotate Tools



As part of the responsive design, the menu display changes based on the screen size. On medium and small screens, the Document View settings display the page number you're viewing. Annotation tools are stacked under the View Annotation Tools icon. On small screens, the Content Library is hidden.

Menu options from left to right

(note: Your selection for each tool is saved between submissions.)

- **Sidebar:** View *Thumbnail*, *Outline*, or *Annotation* views of the submission.
- **Pages:** Use the arrows to jump to different pages in the submission.
- **Pan:** Move the submission on the page.
- **Zoom and Fit:** Zoom in and out of the submission or adjust the view to fit the page, fit the width, or select the best fit.
- **Annotation tools:** Select each tool to view the tool properties.
- **Drawing, Brush, and Eraser:** Draw freehand on the submission with various colors, thickness, and opacity. Select the eraser to remove annotations. You can erase parts of a freehand drawing with the eraser or select the *Delete* icon to delete the whole drawing.
- **Image or Stamp:** Choose a preloaded stamp or create your own customized stamp or image to add to the submission.
- **Undo:** Undo or revert the last thing you did.
- **Redo:** Repeat the last thing you did.
- **Text:** Add text directly on the submission. You can move, edit, and change the text and select the font, size, alignment, and color of the text.
- **Shapes:** Choose *Line*, *Arrow*, *Rectangle*, *Ellipse*, *Polygon*, and *Polyline*. Each shape has its own settings to change the color, width, opacity, and more.
- **Comment:** Provide feedback in comments. Your comments appear in a panel next to the submission.

See video [here](#) for more.

General Feedback Reminders

- Be specific.
- Give both specific praise and specific suggestions for revision.
- Focus on higher order concerns (organization, focus, evidence/support).
- Give both in-text comments on specific areas of the submission as well as end-of-submission comments that help students focus on the most important places for revision.
- Ask questions that will help students clarify their thinking and writing.

- Avoid overloading students with too many comments or areas of revision.