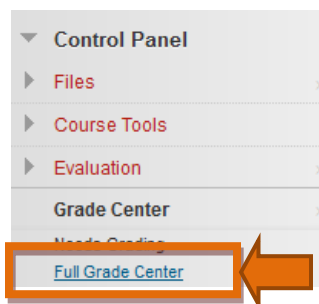# How to Use Inline Grading

Inline Assignment Grading is an update to grading homework assignments from the Grade Book. Instructors are no longer required to download student-submitted files to view or edit (although download is still an option). Viewing and editing can be now be done directly in the web browser. Additionally, annotations tools will be made available as part of the inline viewer, enabling Instructors to provide feedback – comments, highlights, and even drawing/annotation – directly on the inline view of the document.

The supported document types are Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), and PDF (PDF). If an unsupported file type has been submitted, the instructor is prompted to download the file and inline viewing is not available.

How it works:

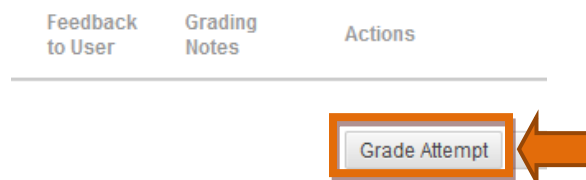1. From the Control Panel click on **Full Grade Center**.

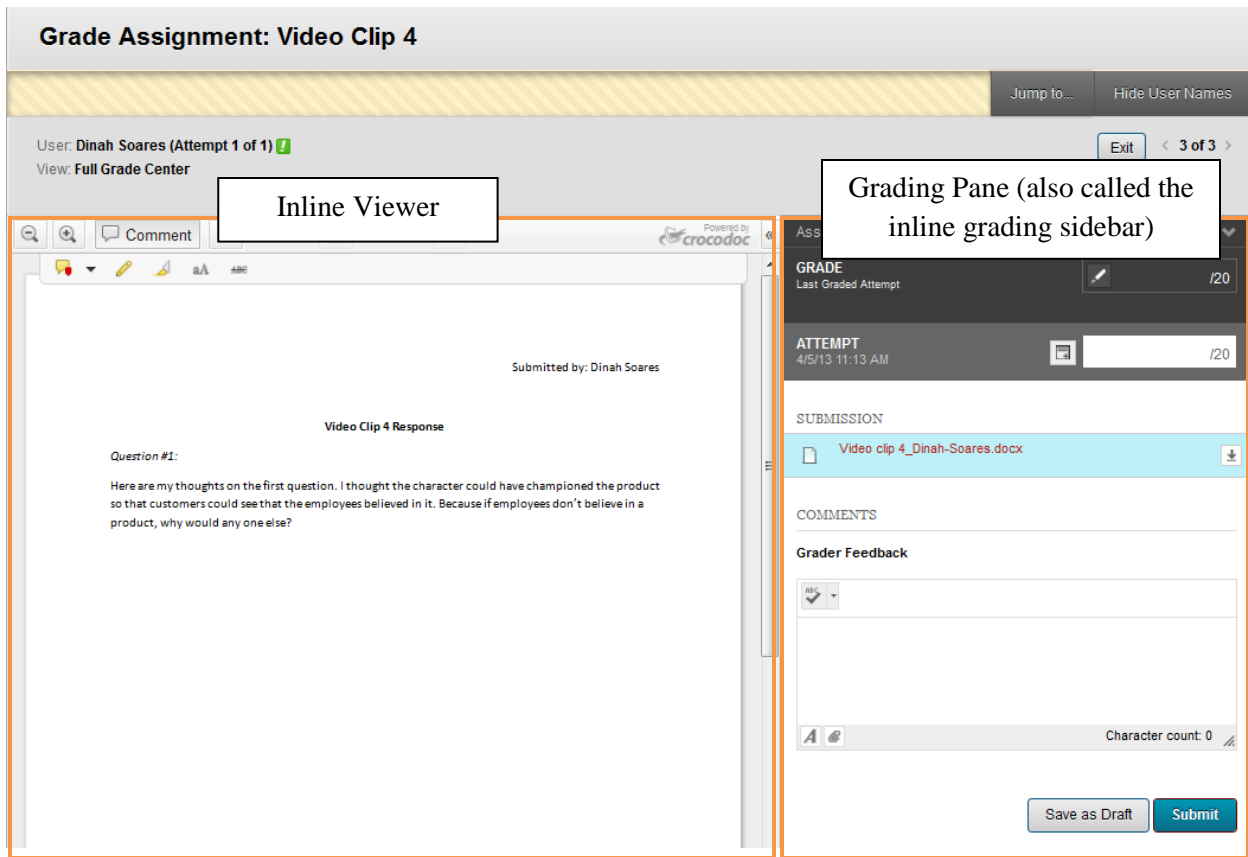2. Locate the assignment and click **View Grade Details**.

3. Click **Grade Attempt**:

Last updated: October 31, 2013
For technical assistance, contact OU Help (ouhelp@ottawa.edu or 855-268-4357).
For feedback regarding this document, contact OUAcademicTech@ottawa.edu.

Here is a look at the new inline grading viewer and grading pane:

Grade Assignment: Video Clip 4

| | Jump to... | Hide User Names |

User: **Dinah Soares (Attempt 1 of 1)**
View: **Full Grade Center**

Exit | < 3 of 3 >

Inline Viewer

Grading Pane (also called the inline grading sidebar)

🔍 🔍 💬 Comment — Powered by *crocodoc*

Submitted by: Dinah Soares

Video Clip 4 Response

Question #1:

Here are my thoughts on the first question. I thought the character could have championed the product so that customers could see that the employees believed in it. Because if employees don't believe in a product, why would any one else?

Ass...

GRADE
Last Graded Attempt — /20

ATTEMPT
4/5/13 11:13 AM — /20

SUBMISSION

📄 Video clip 4_Dinah-Soares.docx ⬇

COMMENTS

Grader Feedback

A 📎 — Character count: 0

Save as Draft | Submit

---

4. To begin annotating a file, click **Comment** to display the annotation toolbar.

User: **Dinah Soares (Attempt 1 of 1)**
View: **Full Grade Center**

🔍 🔍 💬 Comment — △ 1 of 1 ▽

💬 Comment ▼ | ✏ Draw | ◢ Highlight | aA Text | ABC Strikeout | Highlight tool: 🟨 🟧 🟩

- 🚩 Point Comment
- 📝 Area Comment
- 💬 Text Comment
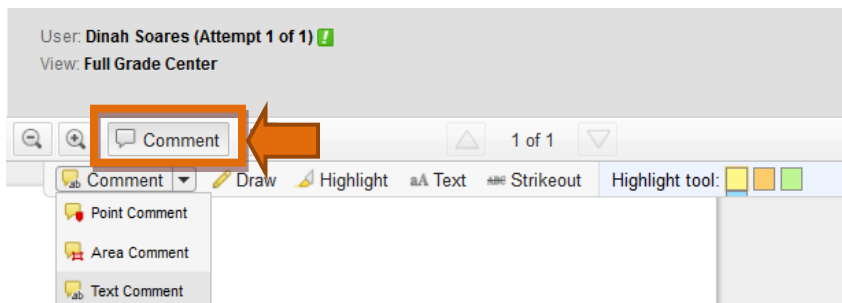
The tools available for annotation are:

- **Comment:** Insert a comment in the sidebar to the right. There are three ways to comment:
  - **Point comment**: where a pointer is inserted into the document, and the comment is attached to that pointer:

Video Clip 4 Response

)n. I thought the character could have championed the product
)loyees believed in it. Because if employees don't believe in a

Karen Ludwig: Which character?

- o **Area comment**: where a red box is drawn around a particular area of the document, and the comment is attached to that area:

Video Clip 4 Response

n. I thought the character could have championed the product
ployees believed in it. Because if employees don't believe in a

Karen Ludwig: Which character?

- o **Text comment:** where the Instructor can highlight text, and the comment is attached to the highlighted text:

Video Clip 4 Response

n. I thought the character could have championed the product
ployees believed in it. Because if employees don't believe in a

Karen LudwigWhich character?

- **Draw:** Free-form draw on the document in different colors.

Video Clip 4 Response

which?

on. I thought the character could have championed the product
ployees believed in it. Because if employees don't believe in a

> **IMPORTANT NOTE:**
> When you are done with your last comment or annotation, click out of the box and anywhere in the viewing pane to "set" the last item *before* you click Submit. Otherwise it might not hold and will disappear.

- **Highlight:** highlight text in the document in different colors.

Video Clip 4 Response

on. I thought the character could have championed the product
ployees believed in it. Because if employees don't believe in a

- **Text:** insert text boxes with text directly into the document.

Video Clip 4 Response

Specify which character

on. I thought the character could have championed the product
ployees believed in it. Because if employees don't believe in a

Overall need to explain conclusions better

- **Strikeout:** Cross-out text in the document.

5. To Grade the Assignment:
   ❶ Type a grade for the attempt.

② If there are more multiple attempts for the assignment, a drop-down list will appear here and you can view/select additional attempts. Click the attempt to load the submission in the inline viewer and update the sidebar with the appropriate attempt-related data.

③ Show grading notes displays where you can add private notes (not visible to the student).

④ You also have the option to download the originally submitted file. If more than one file was submitted for the attempt, all files are available here.

⑤ Type feedback the student can see. Files can be attached to the feedback, and the Feedback field can be expanded to take advantage of the full Content Editor capabilities.

⑥ Expand assignment details to show the information from the assignment content item.

⑦ Click **Submit** when you're done to post the grade to the Grade Book.
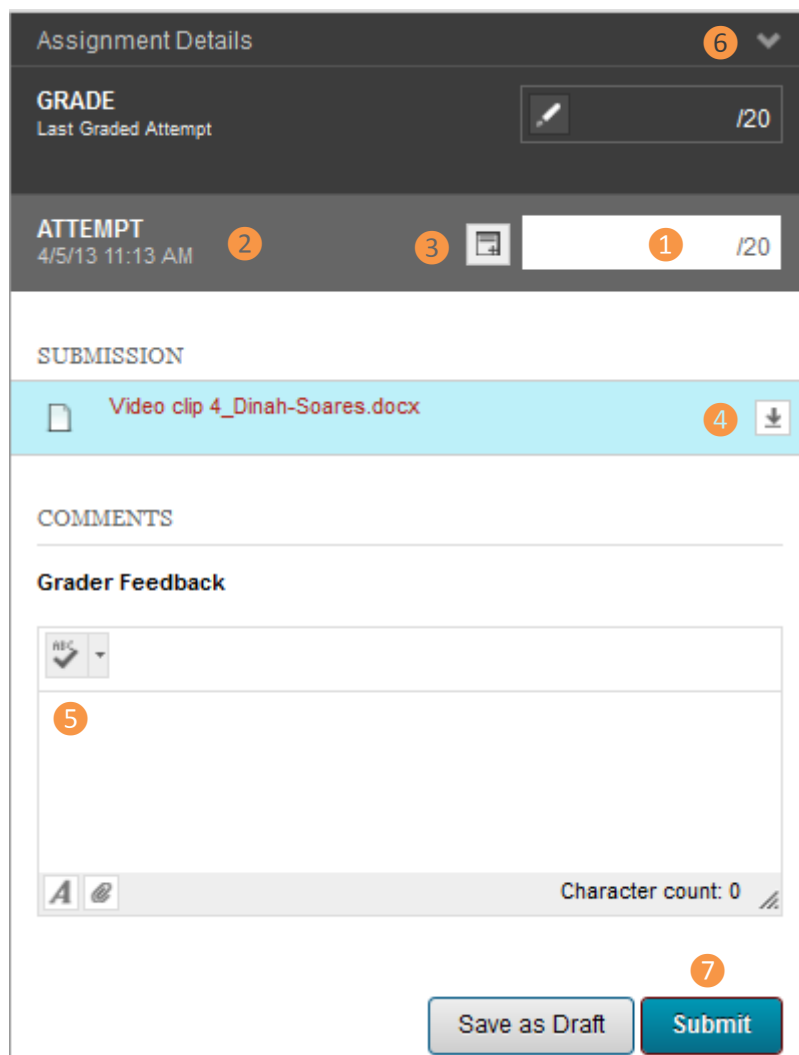
6. Upon clicking Submit you'll be brought back to the Grade Details screen and you'll see a green confirmation bar indicating the grade was successfully submitted.

7. The grade is also posted in the Full Grade Center.

Notes

- Inline Assignment Grading is powered by Crocodoc (http://www.crocodoc.com). Crocodoc is a third-party, cloud-based conversion, display, and annotation service.
- Annotation sessions expires after an hour, so if an instructor takes longer than an hour to annotate a document, annotations made after that session expiration may not be saved. We recommend using the Save Draft option periodically when grading. Alternatively, download and annotate directly in the file and then upload the completed file while when done.
- While an unsupported file type (such as an audio file) is submitted and inline grading is not possible, the option to download will appear.