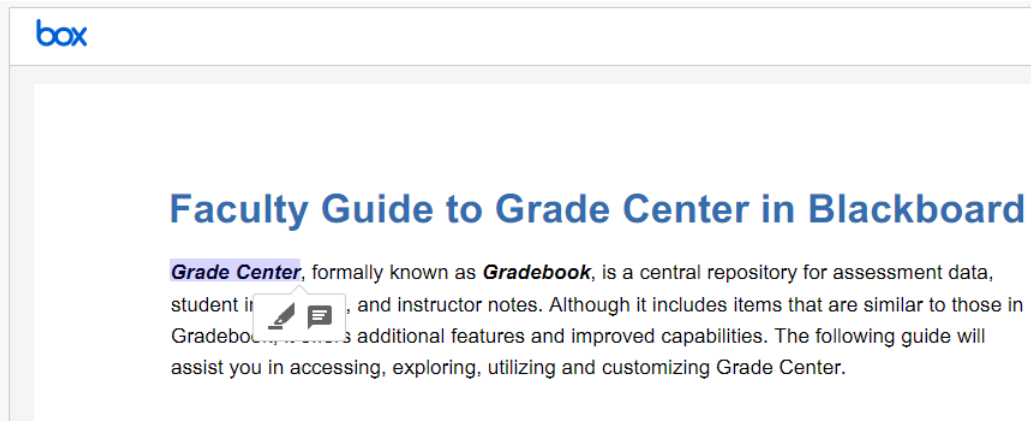


# Assignment grading with the New Box View

- The New Box View supports Microsoft Office Files and images

## Highlighting Text

1. Highlight the text in the document with the cursor.



2. Click the Highlighter icon



## Adding Comments

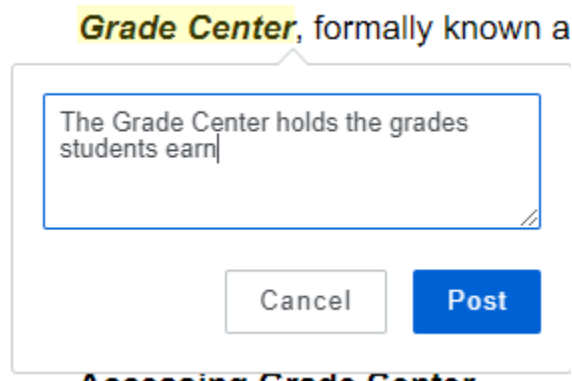
There are two ways to add comments to a document:

### Comments on highlighted text

1. Highlight the text in the document
2. Click the Comment icon

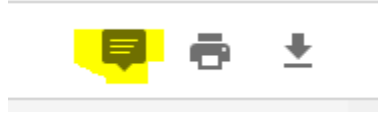


3. Enter a comment then click "Post"



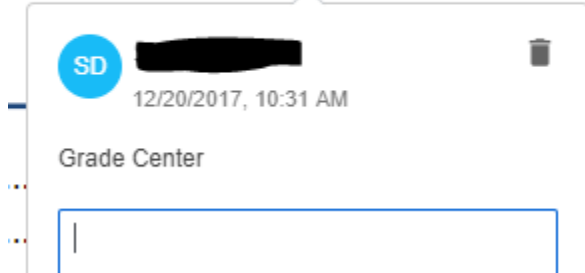
### Point Comments

1. Click the point annotation button on the upper right corner of the Box view



2. Click anywhere in the document to add a point comment
3. Enter a comment then click "Post"

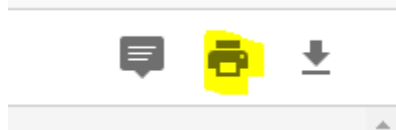
atures and improve capabilities. The fo  
, utilizing and customizing Grade Cente



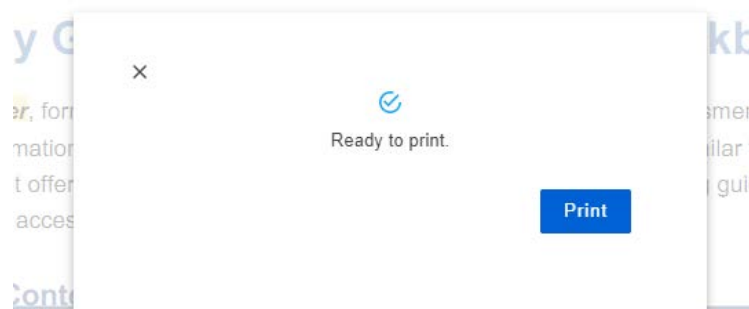
### Printing the assignment

*Note: Annotations made by the instructor will not appear on the printed document*

1. Click the "Print" button on the upper right corner of the Box view



2. If a dialog appears confirming the document is ready to print, click the "Print" button



### Downloading

*Note: Annotations made by the instructor will not appear on the downloaded document*

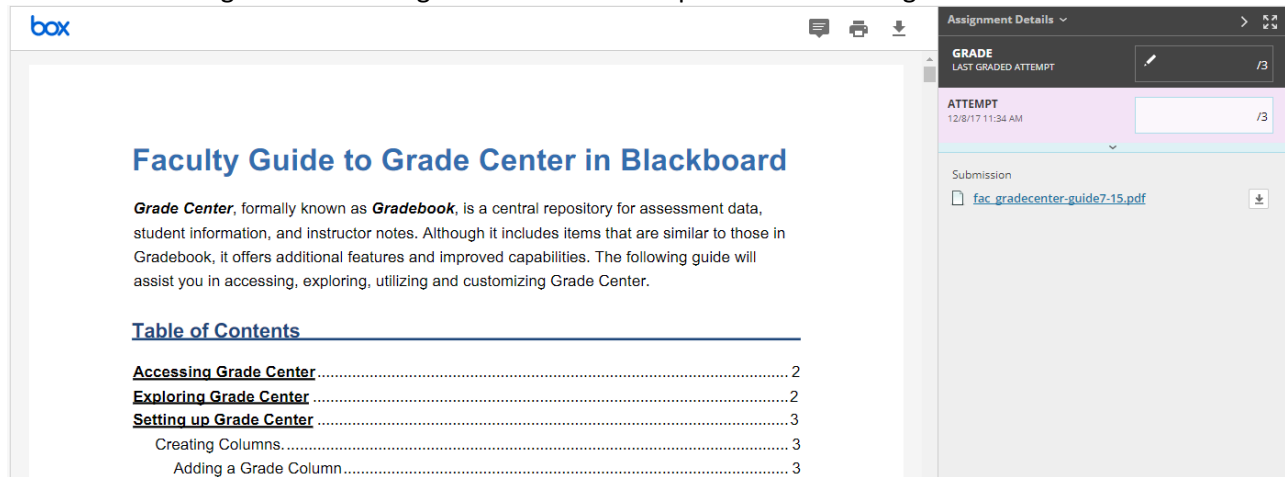
1. Click the "Print" button on the upper right corner of the Box view



2. Depending on the internet browser's settings either the document will be downloaded to the computer's "Downloads" folder or a dialog box will appear asking where to save the document.

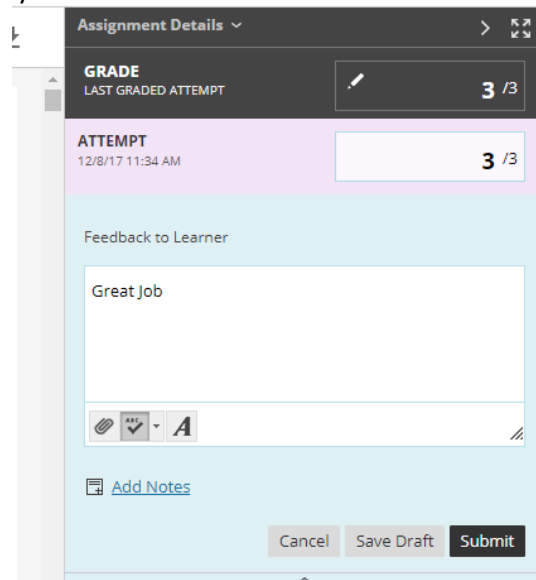
## Grading

1. Enter the grade of the assignment in the "Attempt" area of the assignment



The screenshot shows the Blackboard interface for grading an assignment. The main content area displays the title "Faculty Guide to Grade Center in Blackboard" and a paragraph of text. Below the text is a "Table of Contents" section with links to "Accessing Grade Center", "Exploring Grade Center", and "Setting up Grade Center". The right-hand sidebar shows the "Assignment Details" panel. At the top, it displays "GRADE" and "LAST GRADED ATTEMPT" with a grade of 3 / 3. Below that, it shows "ATTEMPT" information for 12/8/17 11:34 AM with a grade of 3 / 3. A submission link for "fac\_gradecenter-guide7-15.pdf" is visible.

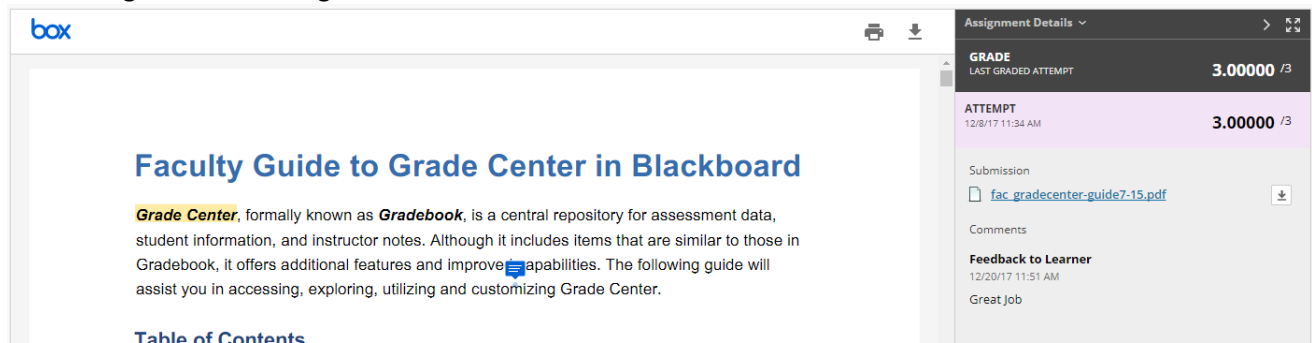
2. Enter any additional feedback then click "Submit"



This screenshot shows the "Feedback to Learner" form. The "GRADE" and "ATTEMPT" sections are visible at the top, both showing a grade of 3 / 3. The "Feedback to Learner" text area contains the text "Great Job". Below the text area are icons for adding attachments, a checkmark, and a grade of A. There is also an "Add Notes" link. At the bottom, there are "Cancel", "Save Draft", and "Submit" buttons.

## Student View

Students are able to view the instructor's comments and highlights. They are also able to view the feedback given under the grade.



The screenshot shows the Blackboard interface from a student's perspective. The main content area is the same as in the previous screenshot. The right-hand sidebar shows the "Assignment Details" panel. At the top, it displays "GRADE" and "LAST GRADED ATTEMPT" with a grade of 3.00000 / 3. Below that, it shows "ATTEMPT" information for 12/8/17 11:34 AM with a grade of 3.00000 / 3. A submission link for "fac\_gradecenter-guide7-15.pdf" is visible. Below the submission link, there is a "Comments" section titled "Feedback to Learner" for 12/20/17 11:51 AM, containing the text "Great Job".