

Blackboard Annotate is the built-in, inline grader that faculty can use to grade and provide feedback to student submissions to the Assignment tool in Blackboard. Bb Annotate supports the following file types and will display them automatically in the inline grading window, allowing for easy instructor markup:

- Microsoft® Word (DOC, DOCX)
- Microsoft® PowerPoint® (PPT, PPTX)
- Microsoft® Excel® (XLS, XLSM, XLSX)
- OpenOffice® Documents (ODS, ODT, ODP)
- Digital Images (JPEG, JPG, PNG, TIF, TIFF, BMP, TGA)
- Medical Images (DICOM, DICM, DCM)
- PDF
- PSD
- RTF
- TXT
- WPD

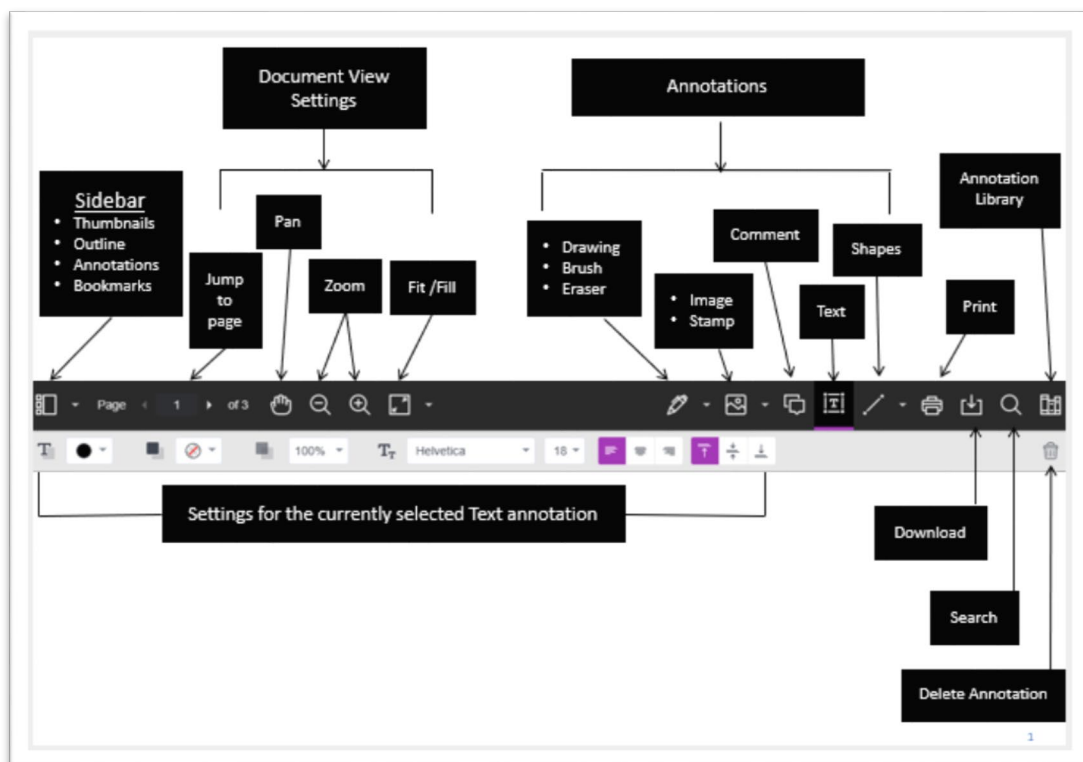
If the student uploads a supported file type to the assignment submission area, the original formatting and embedded images are preserved and presented in the inline grading window. If a student has uploaded an unsupported file, however, the instructor must download it to view its contents. Additionally, assignment submissions created through the editor (typed directly into the Assignment tool by the student and not submitted as an attachment) aren't compatible with inline grading.

SUPPORTED BROWSERS

Bb Annotate is supported on current versions of Firefox, Chrome, and Safari. **Internet Explorer and Microsoft Edge are not supported!**

BB ANNOTATE MENU

There are a wide array of features to select from in the menu. As part of the responsive design, the menu will appear differently based on the screen size.

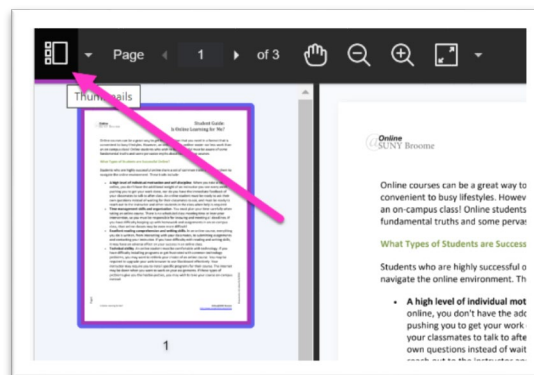


TOOLBAR BUTTON FUNCTIONS

Below we break down the options presented to you on the previous page and provide a brief explanation of the commonly used buttons on the Bb Annotate toolbar.

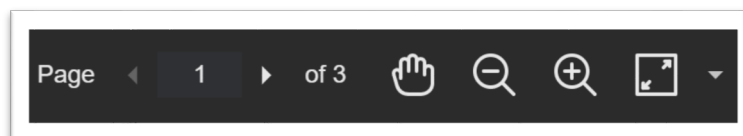
Sidebar View

The left Sidebar view allows you to see a thumbnail view of the submission, an outline, list of all annotations and bookmarks. You can show or hide the sidebar as well as resize it.



Document View Settings

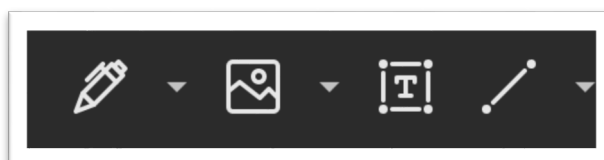
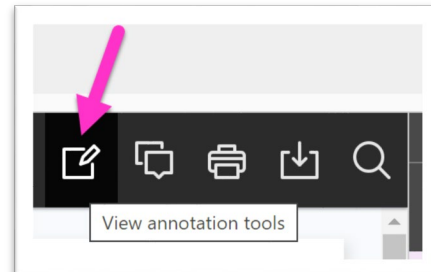
From the view settings, it is easy to jump to a specific page, zoom in and out of the submission or adjust the view to fit the page, fit the width or select the best fit.



Annotations

You can display the annotation tools by clicking on the icon indicated in the screenshot to the right. From the resulting Annotation Toolbar, you will have access to each of the following options:

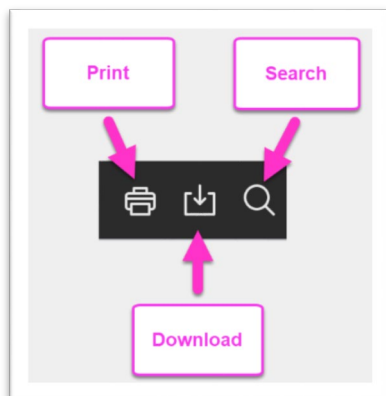
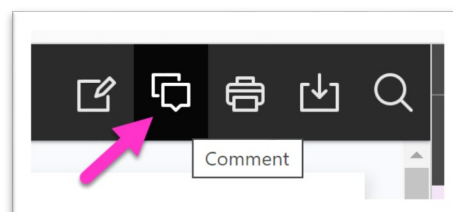
- **Drawing, Brush and Eraser** – The drawing and brush tools allow you to freehand draw on the document using various colors, thickness, and opacity. You'll have the option to either erase pieces of the freehand drawing or delete fully using the trash icon.
- **Image or Stamp** – An image or stamp can be added to the document. There are a set of pre-loaded stamps or create your own customized stamp.
- **Text** – You can add text directly on the page. There are additional options to move, edit and change the appearance of the text, including font, size, alignment and color.
- **Shapes** – There are 6 options for adding shapes: Line, Arrow, Rectangle, Ellipse, Polygon and Polyline. Each option has its own customization settings to change the color, width, opacity, and more.



Comments

Comments can be added to the document to provide feedback and will appear to the right of the submission. You and other graders can add additional replies to a comment.

To use the comment button, you would first click on the button to turn it on and then click within the document where you would like the comment to appear.



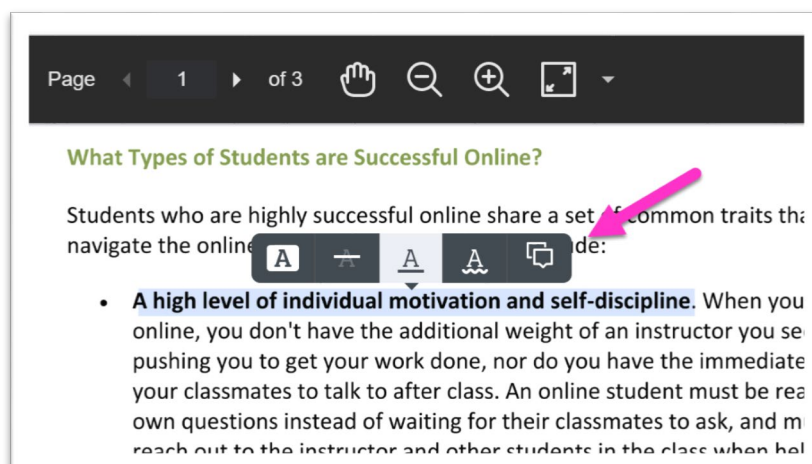
Print, Download, and Search

You can either Print or Download the document with annotations. When downloading, it is recommended to view annotated PDF's in a native PDF viewer such as Adobe Acrobat.

You can also quickly search through the document to find specific text.

Highlighting

The Highlighting Text Menu will appear when you select a string of text within the document. This menu will allow you to highlight, strikethrough, underline, or comment on the selected text.



Student View

After you have provided a grade, students can access the annotated files but won't be able to add annotations in their submissions.

ONLINE@SUNYBROOME

Please visit the Online@SUNYBroome website (www.sunybroome.edu/online) for additional information pertaining to distance education. The site contains information for Students, Faculty, and Chairs. A repository of informational/instructional documentation is included on the site as well as a listing of training opportunities and frequently asked questions.

