



Blackboard Annotate Quick Start Guide

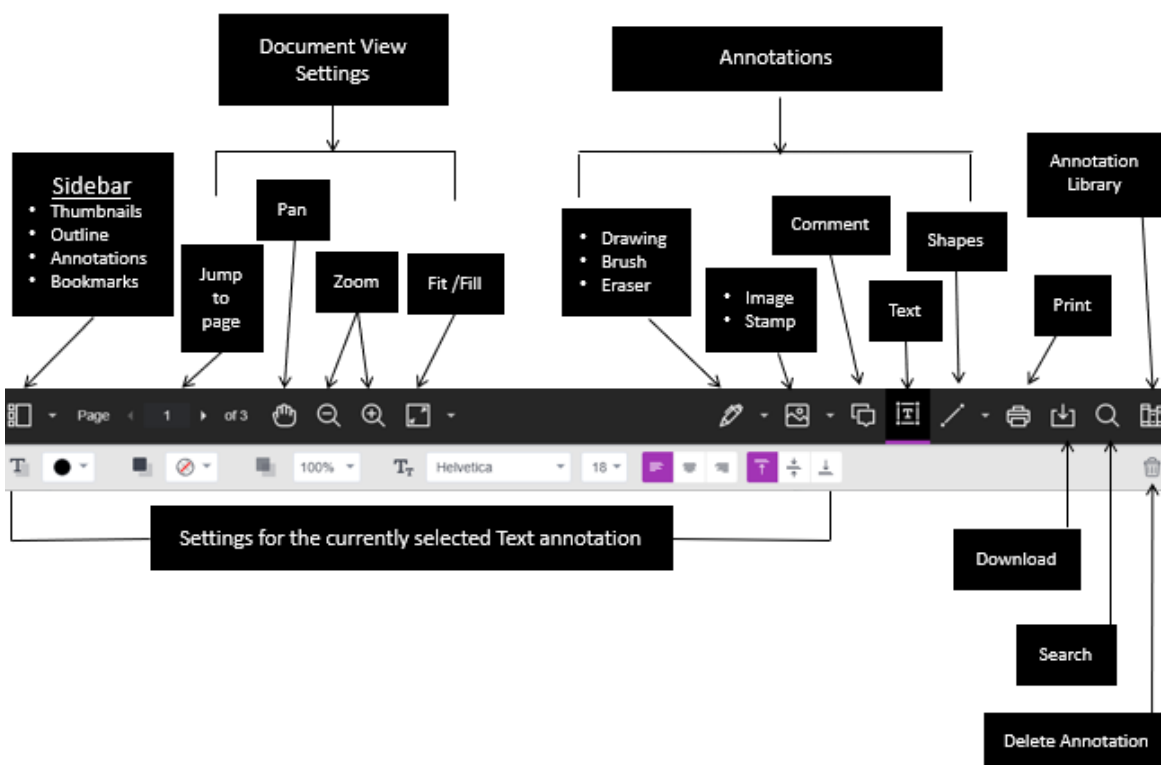
Access the student's submission from either the Needs Grading page or the Grade Center in the course to provide inline grading feedback using Blackboard Annotate.

Supported File Types

The following are supported file types that Blackboard Annotate will automatically open:

- 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, and WPD.
- An unsupported format that is uploaded by the student will prompt the instructor to download the document.

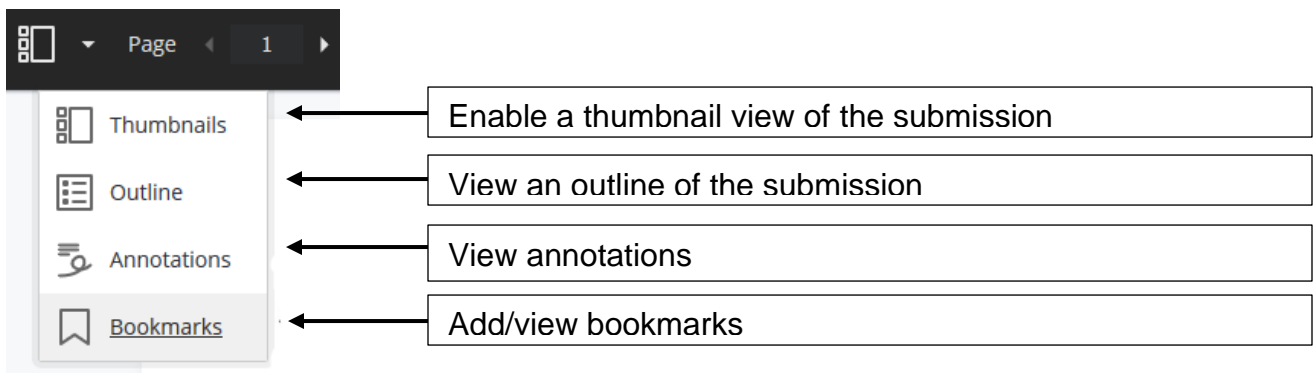
Blackboard Annotate Menu Overview



Please note: the Annotate menu may appear differently than the above image if using a small or medium screen-sized device.

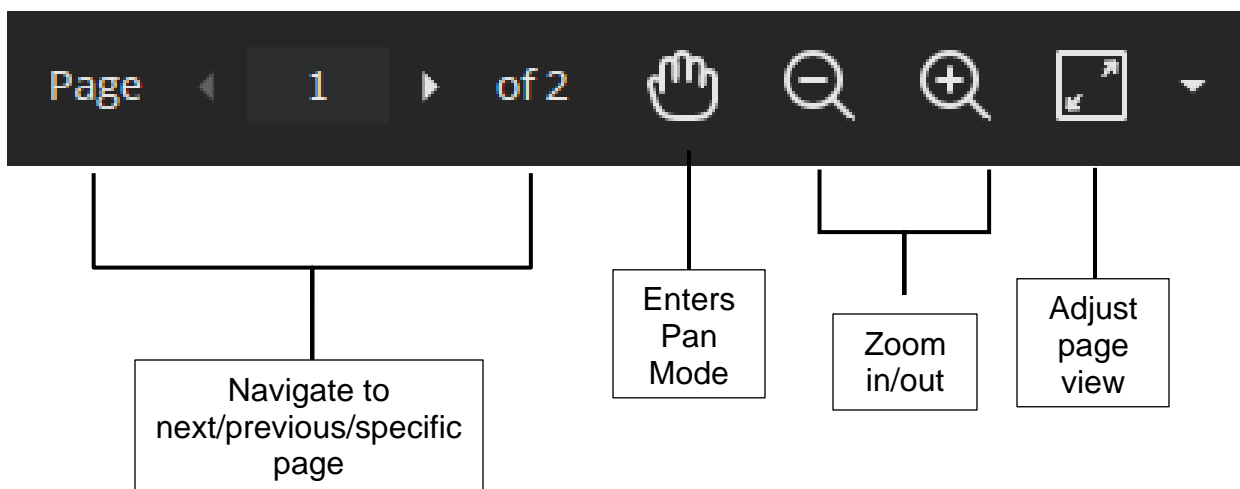
Sidebar View

The 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.



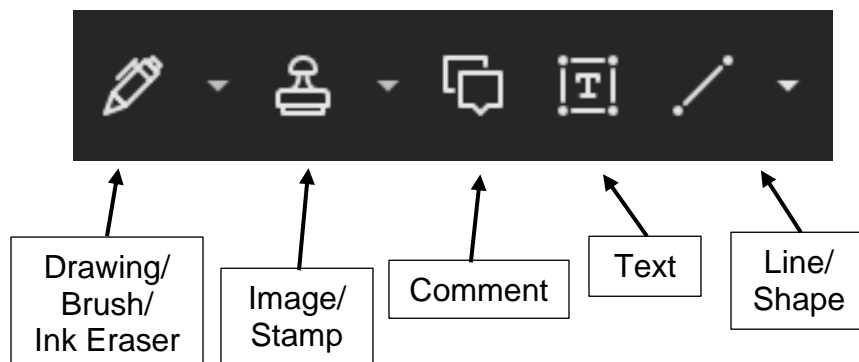
Document View Settings

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.



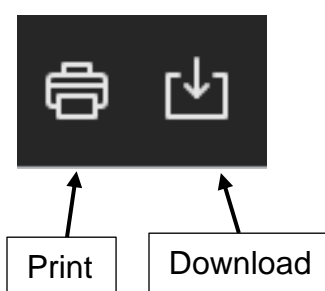
Annotations

- **Drawing, Brush, and Ink 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.
- **Comment** – Comments can be added to the document to provide feedback and will appear to the right of the submission. **Make sure you click on the Comment button or your comments will not show to the student.** You and other graders can add additional replies to a comment.
- **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.
- **Line/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.



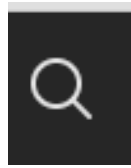
Print or Download

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.



Search

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



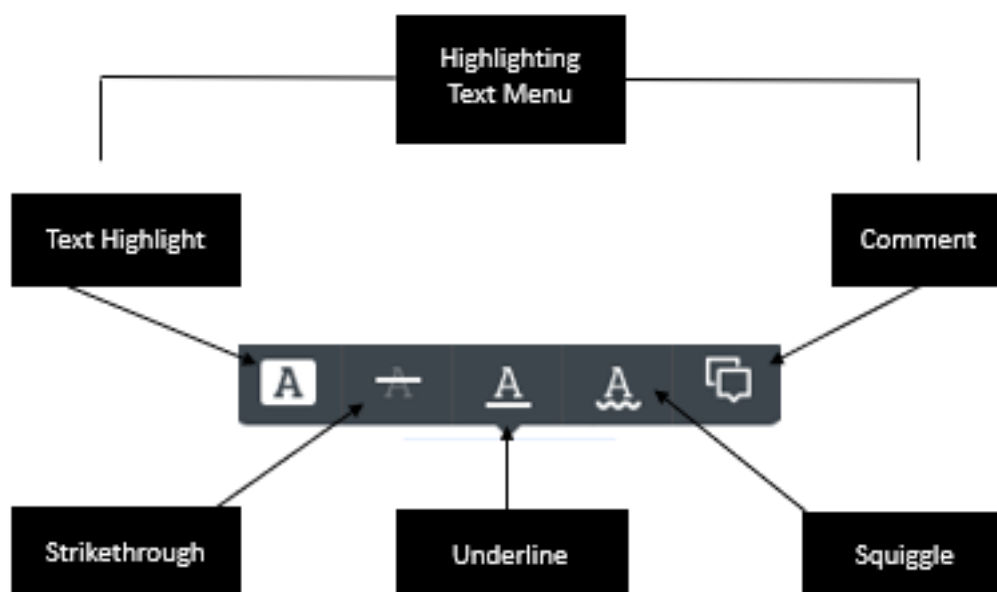
Content Library

The content library allows you to keep a bank of re-usable comments. You can easily add, edit, delete, or search through comments in the library. A comment can be added directly to the page as well through the context menu.



Highlighting

When directly highlighting text on a submission, an additional menu will open to allow you to highlight, strikethrough, underline, or comment.



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.