



FEATURE GUIDE

# BbGrader

**Blackboard**

# This guide describes all the key features that are available in the Bb Grader app for iOS.

The purpose of the Bb Grader iOS app is to provide instructors with a tablet-based mobile solution for reviewing, providing feedback, and ultimately grading student submissions to Blackboard Learn Assignments. Blackboard has traditionally focused primarily on students' mobile experience, but educators today also expect great tools to aid their work both in web-based and mobile environments and want the increased mobility and seamless interactions of a native mobile application. The iPad is a great medium for grading assignments inline and doing so in a native app allows instructors to quickly pull up this valuable tool anytime, anywhere. The Bb Grader app is available to all Blackboard Learn users with grading rights within a course that meet the tablet and Blackboard Learn environments below.\*

*Note: The Bb Grader app is not intended to replace all grading workflows within the Blackboard Learn environment; rather, it's meant to complement it with the enhancement of key features that translate best to a mobile device.*

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### Tablet Requirements:\*

- iOS 7
- iPad 2+ and iPad mini are supported

### Blackboard Learn Requirements:\*

- Blackboard Learn 9.1 Service Pack 13 or higher
- Mobile Learn Building Block Version 94.6.0 must be activated and registered with the Mobile Learn Central Service

# Features:

-  **First Time User Experience** ..... ✓
-  **Assignments Listing** ..... ✓
-  **Submissions Listing** ..... ✓
-  **Grading Submissions** ..... ✓
  - Viewing Submissions ..... ✓
  - Annotating Submissions ..... ✓
  - Providing Feedback ..... ✓
    - Grades ..... ✓
    - Text ..... ✓
    - Audio ..... ✓
    - Video ..... ✓
    - Rubrics ..... ✓
    - Instructor Notes ..... ✓
-  **Saving Drafts** ..... ✓
-  **Sending Grades** ..... ✓
-  **Supported Scenarios** ..... ✓
  - Anonymous Grading ..... ✓
  - Group Assignments ..... ✓
  - Portfolio Assignments ..... ✓
  - Delegating Grading
  - SafeAssign
-  **Student Risk Profile** ..... ✓

# Feature-by-Feature Breakdown:



## First Time User Experience

When using the app for the first time, a quick tutorial will introduce instructors to the app and its features.



## Assignments Listing

For each course, an instructor can view all assignments for that course in a grid format.

### *Filters*

Instructors can use a dropdown menu to shift her view to the assignments listing of any course. Instructors may also filter assignments in any course based on “To Do” (unsent grades or ungraded submissions) and “Completed” (all submissions graded and all grades sent) using the buttons at the top of the page.

### *Grading Progress*

Instructors can see approximately how many submission grades have been sent back to the Blackboard Learn Grade Center (green indicates sent grades; black indicates graded but unsent grades; white indicates ungraded submissions)



## Submissions Listing

Instructors can view a detailed list of all submissions to any assignment and can sort submissions based on a category of information.

### *Student or Group Name*

The submissions listing indicates each student’s name or the name of the group for a group assignment.

### *Attempt Number*

For assignments that allow multiple attempts, the attempt number is listed for each submission.

### *Submission Date & Time*

The date and time of each submission is visible.

### *Graded (or Ungraded) Status*

For submissions that have been graded, the grade is listed in this view.

### *Sent (or Unsent) Status*

A green checkmark indicates grades that have been sent to the Blackboard Learn Grade Center; a transparent gray checkmark indicates unsent grades.

### *Assignment Details*

Instructors can use the slide-down interaction located beneath the Assignment Title on the submissions listings page to reveal information about the assignment including points possible, description, and due date using.



## Grading Submissions

The primary purpose of Bb Grader is to enable instructors to grade student assignment submissions.

### Viewing

Instructors can select an individual submission from the Submissions Listing page to view a documents submitted to the assignment and/or to view content within the inline Content Editor. Instructors can navigate between pages of the document by scrolling or using the up and down arrows at the top of the document, and can zoom in or out using the plus or minus “eyeglass” buttons in the upper left-hand corner. The following document types can be viewed within Bb Grader:

- ✓ PDF
- ✓ Microsoft Word
- ✓ Microsoft Powerpoint
- ✓ PNG
- ✓ JPEG
- ✓ HTML

### Annotation

Instructors can add text annotations within supported document type assignment submissions. Supported document file types include:

- ✓ PDF
- ✓ Microsoft Word
- ✓ Microsoft Powerpoint
- ✓ PNG
- ✓ JPEG
- HTML

### Feedback

The Bb Grader app enables instructors to provide rich feedback to students in the form of grades, text, audio, video, and rubrics.

#### Grades

To apply a grade to a submission, instructors can tap on the pencil icon labeled “Grade” in the upper right-hand corner of the interface. This will open the Grading panel from the right side of the app. Instructors can tap in the empty box in upper right-hand corner of the grading panel and enter a score for this submission or they can choose to “Exempt” the score.

#### Text

Instructors can provide students with general comments and feedback using the text input area beneath the grading and rubrics sections of the Grading Panel labeled Feedback.

#### Audio

When providing feedback to students, instructors also have the option of using the tablet’s microphone to record audio feedback. Instructors can preview their recording and either re-record, use, or cancel their audio recording.

#### Video

When providing feedback to students, instructors also have the option of using the tablet’s camera to record video feedback. Instructors have the option of selecting from recording a new, live video or using a pre-recorded video from their Photo Library.

#### Rubrics

If a grading rubric has been setup for the Assignment in Blackboard Learn, instructors can access the rubric from within the app using the grid icon at the top of the Grading Panel. A textual explanation of the rubric criteria is visible using the “i” icon next to the rubric criteria name as well. Instructors can select a value or range for each rubric criteria by tapping the row for that value. Instructors can also provide text comments for each rubric criteria using the comment bubble icon next to the rubric criteria name.

### Teacher Notes

Instructors can also enter private grading notes that are not visible to students using the text input area beneath the grading and rubrics sections of the Grading Panel labeled Grading Notes.



### Saving Drafts

Instructors can always save their current grading progress (and associated audio, video, or rubric works) using the “Save Draft” option in the Grading Panel.



### Sending Grades

Because instructors often do not complete an entire grading cycle or grade all submissions for an assignment in one session, they may not want to provide only a subset of grades for a given assignment to their students. To accommodate this use case, the Bb Grader iOS App does not automatically sync grades entered within the app with the Learn Gradebook. Instead, instructors are able to selectively release grades to the Learn Gradebook by selecting the “send graded” button in the upper-right hand corner of the Submissions Listing page.



### Supported Scenarios

The Bb Grader app supports many unique options for Blackboard Learn Assignments including anonymous and delegated grading, group assignments, and portfolio assignments. SafeAssign is not supported within Bb Grader at this time.

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#### *Anonymous Grading*

The Bb Grader app supports and honors the Anonymous Grading settings within Learn by removing students’ names from the Submission Listing page. When Anonymous Grading is enabled, students’ personally identifiable information is removed from the interface within the app for that particular assignment.

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#### *Group Assignments*

The Bb Grader App also supports groups and submissions to Group Assignments. When viewing a Group Assignment, the icon for the group displays a mashup of multiple users’ profile pictures and the group name to indicate that the submission(s) are for groups rather than individuals. When viewing a particular group submission, instructors can view the group members by using the slide out at the bottom of the Grading Panel. Graders can also apply a grade to the whole group or grades to each group member individually using the group member slide out.

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#### *Portfolio Assignments*

Portfolios are an acceptable submission type to Blackboard Learn Assignments, and Bb Grader supports viewing and grading these submissions as well. Just like other assignment submissions, view a portfolio submission brings the HTML of the Portfolio, and instructors can page through the Portfolio using the arrows at the top of the submission. Rubrics, Delegated Grading, and Anonymous Grading are all available as options on Portfolio Assignments, and Bb Grader supports these as well when applied to Portfolio Assignments.



## Student Risk Profile

To help instructors stay on top of students' progress and activity, Bb Grader includes some features from the Blackboard Learn Retention Center. Instructors can view a student's activity and other Retention Center metrics using the slide out on any submission listing page

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### *Communication History*

A student's communication history can be viewed from "View Profile" within the slide out on any submission listing page.

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### *Alerts*

Instructors can view Deadline, Grade, Activity, and Access Alerts by clicking on any of these sections from within this dialog box.

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### *Notes*

Instructors can also add private notes regarding a student using the "Add Note" option at the top of the Risk Profile.

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### *Notify Student*

Instructors can email students using the "Notify Student" option at the top of the Risk Profile

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