**Inline Grading**

Inline Grading is an SP15 feature that allows you to make comments, highlight, underline parts of a student’s submission, draw, strikeout sections of the document, etc. All from inside the Grade Center. In order to access Inline Grading, follow these steps.

**Getting Started**

1. Go to the Grade Center tools and select “Full Grade Center”

2. Go to an assignment with completed submissions by students.

3. Click View Attempt mm/dd/yy

4. This will take you to the Grade Assignment page and you can commence the Inline Grading

**Tools of the Trade**

1. Comments have three different options Point, Area or Text comment.
   a. Using the Point Comment, click on a part of the document and type the comment in the margin.
   b. Using the Area Comment, draw a border around the area in question and type the comment in the margin.
c. Using the Text comment, highlight a part of the text and type the comment in the margin.

2. The Draw button allows you to free-draw any shape or line inside of the document.

5. Select Highlight and drag the cursor through a word, sentence or entire paragraph.
Assigning a Grade

6. Once you are finished grading the assignment and providing feedback. On the Assignment Details column, you can assign a grade for the student’s attempt.

For additional support, visit [http://uhd.edu/bbhelpform](http://uhd.edu/bbhelpform)