This guide is specifically for the Blackboard Assignment tool and not Turnitin assignments. For marking Turnitin assignments, please see here: Turnitin for marking and assessment. This guide will cover the different ways you can provide formative feedback on Blackboard, including: inline feedback, using rubrics, and adding overall feedback.

Locating the assignments for marking in Grade Centre

1. Login to **online.manchester.ac.uk** and enter the relevant Blackboard course unit.
2. On the right-hand side menu go to **Grade Centre** -> **Full Grade Centre**

3. Locate the column for the Blackboard Assignment you want to mark.
4. Hover over the cell for the student's assignment and click the grey chevron and then **Attempt.**
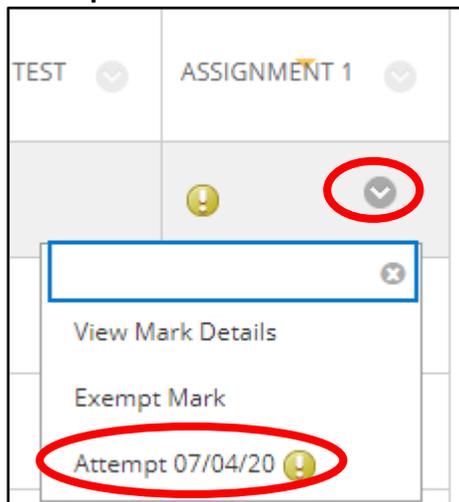
Adding inline feedback

Once in the student's assignment, you may want to add some feedback directly onto the student's work. You will find the tools to do this in the top-left of the Box View.

The **pen icon** allows you to underline/tick parts of the student's assignment. You can also use the **comment icon** to type comments onto the student's assignment.

If you need to delete any annotations you have made, you can simply click on either the comment or the drawing and then click on the delete icons (shown below).
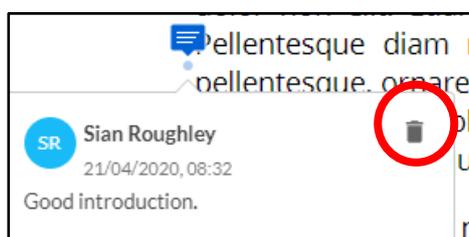
Important: annotation sessions will expire after one hour and will receive a warning message to save your marking. If you need more time you can click **Save Draft** and continue later. If you do not save then you could lose your feedback.

For more information on inline marking in Blackboard, please see this Blackboard Help page.

Providing feedback with a rubric
For information on how to set up a rubric, please see here.

Note: We recommend that you use a No Points rubric for the purpose of providing formative feedback. If you have an existing rubric that is points or percentage based, please see our guide here on how to convert it **Convert a rubric with points to no points**.

If your assignment has a rubric attached to it, you can access it in the following ways:

1. Click the small chevron button to expand the feedback panel.
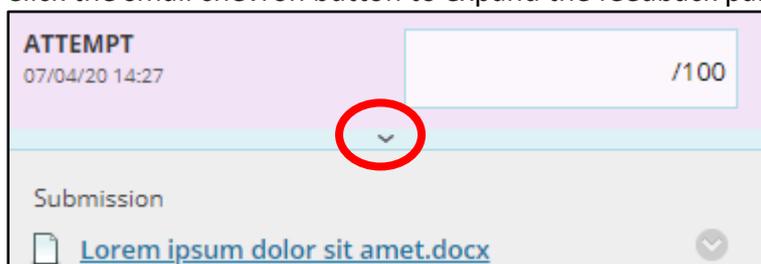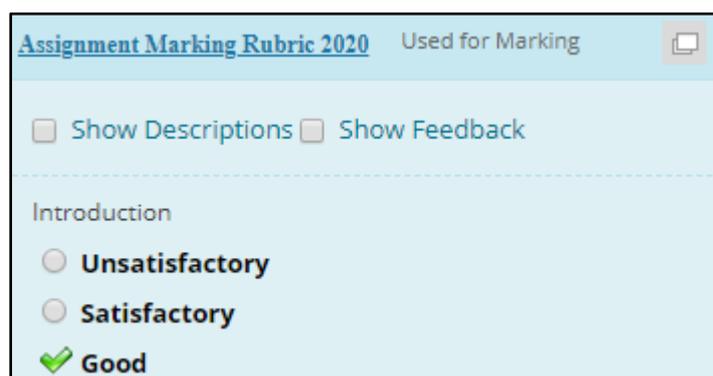

2. You then have the option to click on the name of the rubric to open it within the right-hand marking panel, or you can click on the window icon to open the rubric in a new window.

Panel View
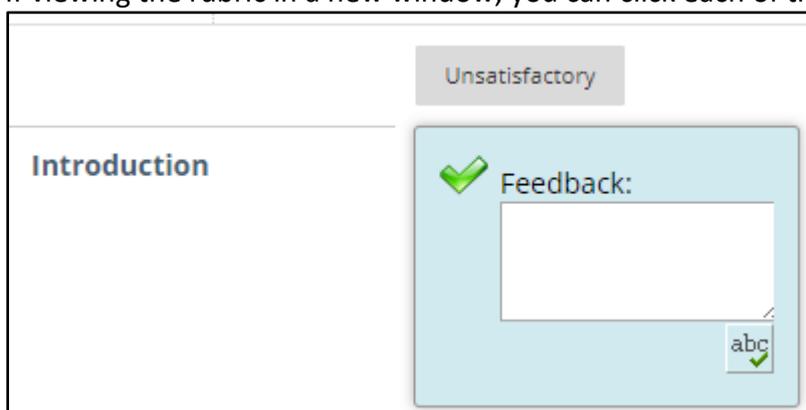If viewing the rubric in the panel view, you can click each of the levels for each of the descriptors.

Once you have completed the rubric in the panel view, ensure that you click **Save Rubric** to avoid losing your feedback.

Cancel	Save Rubric

Window View

If viewing the rubric in a new window, you can click each of the individual cells

Ensure that you click **Save** to avoid losing your feedback.

Exit	Save

For further information on marking with rubrics, please see the Blackboard Help page.

Adding overall feedback

Even if you have already provided some feedback using the methods listed above, you may also want to provide the student with some overall feedback. This should always be done using the **Feedback to Learner** box within the grading panel. Please **do not** add your overall feedback into the rubric feedback box.

1. If not already expanded, expand the grading panel by clicking the small chevron
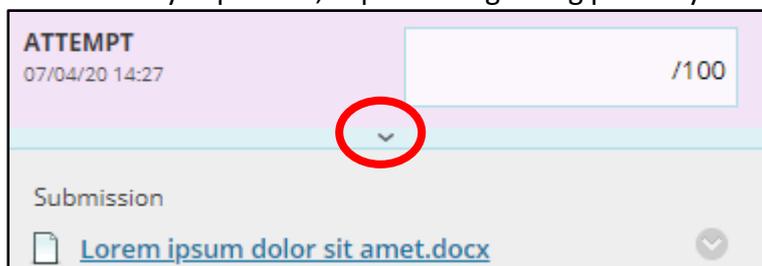
2. Once expanded, you will see the **Feedback to Learner** box. You can type you feedback directly into here.

3. If you prefer, feedback can also be attached rather than typed in directly. To do this, click the paperclip icon and then **Browse My Computer** and attach the relevant file.

The attached feedback file should appear in the Feedback to Learner box like below:

Note: there is also an option to add audio feedback. For more information, please see the guide here [Audio feedback](#)

Saving your formative feedback/adding a 'grade'

Important: please note that Blackboard requires you to add in a grade for a submission before you can save/submit your feedback. As this is a formative assessment, ensure that you **do not** give a real mark. **Instead, please add either a 1 to show the submission has been marked, or a 0 to show you were unable to mark all or part of the submission due to issues noted in the feedback section.**

1. To add in the 1 or 0, use the attempt box in the grading panel.

2. After adding the 1 or 0 and once you are happy with all of the feedback you have added, make sure you click **Submit.**

Note: you must still press Submit even if you have clicked Save on any rubric feedback you have provided. Not clicking Submit will cause you to lose feedback.