

BB GRADER



An app designed to let you grade on the go!

Bb Grader is a mobile app that provides teachers with a portable solution for reviewing, providing feedback, and grading student assignments for Blackboard Learn courses—when and where you have time.

Bb Grader requires iOS 7 + and is compatible with iPad Air, iPad mini, and iPad 2, 3, or 4. Courses where you are enrolled as an instructor, teaching assistant, or grader appear in the app.

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QUICK START

DEVICE REQUIREMENTS

- iOS7 or later
- iPad Air, iPad mini, iPad 2, 3, or 4

DOWNLOAD AND INSTALL

1. Access the Apple App Store on your iPad®.
2. Search for **Blackboard iOS Grader App**.
3. Install the app.
4. Search for **West Texas A&M University**.
5. Log in using the username and password you use to access Buff Advisor (student account).

FIND YOUR INSTITUTION AND LOG IN

1. Open the app and search for West Texas A&M University.
2. Type your username and password you use to access Buff Advisor (student account).

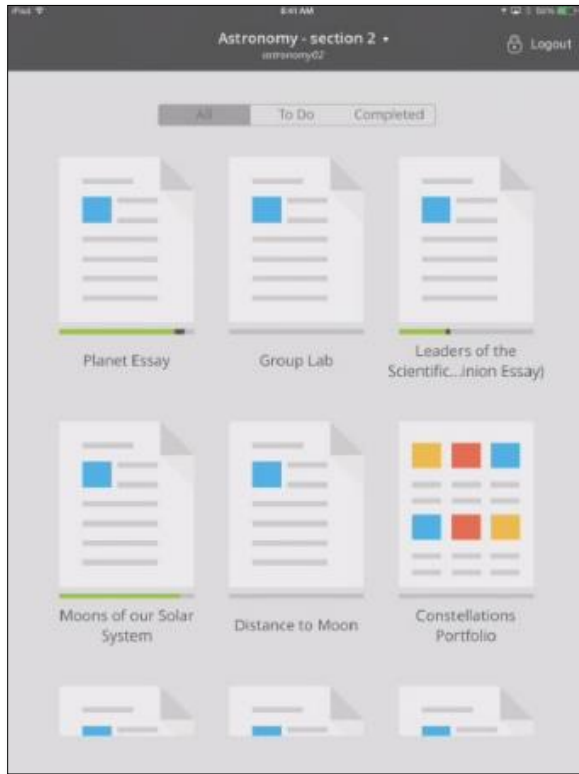


WHAT CAN I DO IN BB GRADER?

- Inline viewing of student assignment submissions for [supported file types](#)
 - For unsupported file types, you can download the file and view the file on your device (if supported by your device), and still provide grade information in the app
- Gesture-based interactions for grading and feedback
- Audio and video feedback
- Course and assignment level views
- Support for multiple attempts, group assignments, rubrics, and anonymous grading

ASSIGNMENT LIST

After you log in to the app, the course page with the most recently submitted assignment displays. Assignments are listed in a grid format, and a progress bar displays beneath the assignment.



PROGRESS BAR

The progress bar located beneath each assignment provides the instructor with visual cues about the completion status of each assignment.

- **Class progress on an assignment:** Instructors can see approximately how many students have submitted the assignment based on the completion bar beneath the assignment. The length of

color indicates the progression of student submissions. An unfilled/um-colored bar means some students still have not submitted to the assignment.

- **Missing submissions:** The “[number] missing” description beneath the assignment displays exactly how many submissions are missing from a particular assignment.
- **Progress of sent vs. unsent grades:** Instructors can see approximately how many submission grades have been sent back to the Blackboard Learn Grade Center. Green indicates sent grades. Black indicates unsubmitted grades. To learn more about sending and sent vs. unsubmitted grades, see [Send Grades](#).

ASSIGNMENT FILTER

You can filter the assignment list by tapping a filter option located above the assignment list grid.

- **All:** View all assignments for the course.
- **To Do:** View ungraded submissions or assignments with unsubmitted grades.
- **Completed:** View assignments with all submissions graded and all grades sent.

ACCESS THE SUBMISSION LIST PAGE

You can access the submission list page by tapping on an assignment. From the submission list page, you can begin grading individual or group submissions.

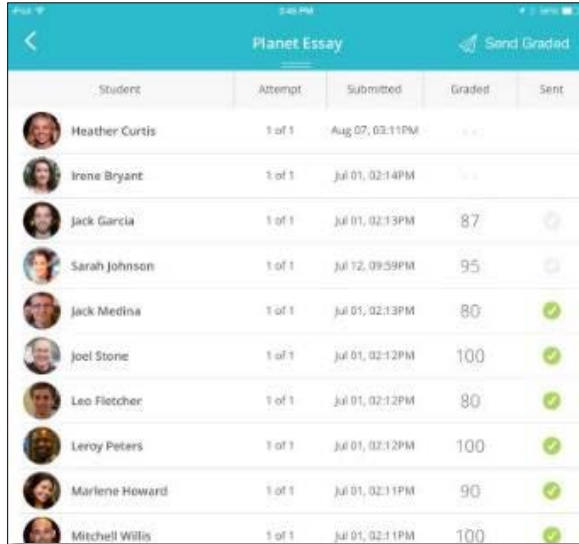
VIEW ANOTHER COURSE

You can select another course by tapping the course drop-down menu located at the top of the page.



SUBMISSION LIST

Access the submission list page by tapping an assignment on the assignment list page. Submissions are listed in order of the most recently submitted assignment first.



The screenshot shows a mobile application interface for a submission list. The title is 'Planet Essay' and there is a 'Send Graded' button. The table below lists student submissions with columns for Student, Attempt, Submitted, Graded, and Sent.

Student	Attempt	Submitted	Graded	Sent
Heather Curtis	1 of 1	Aug 07, 03:11PM		
Irene Bryant	1 of 1	Jul 01, 02:14PM		
Jack Garcia	1 of 1	Jul 01, 02:13PM	87	
Sarah Johnson	1 of 1	Jul 12, 09:59PM	95	
Jack Medina	1 of 1	Jul 01, 02:13PM	80	✓
Joel Stone	1 of 1	Jul 01, 02:12PM	100	✓
Leo Fletcher	1 of 1	Jul 01, 02:12PM	80	✓
Leroy Peters	1 of 1	Jul 01, 02:12PM	100	✓
Marlene Howard	1 of 1	Jul 01, 02:11PM	90	✓
Mitchell Willis	1 of 1	Jul 01, 02:11PM	100	✓

ASSIGNMENT DETAILS

Tap the assignment title located at the top of the page to reveal information about the points available, description, and due date of the assignment.

HEADING CATEGORIES

Each of the heading categories are sortable by tapping the category heading to allow for easier navigation of the table.

- **Student (or Group) Name:** This heading lists the submitting student's name. In the case of a group assignment, the group's name will be listed and the category heading will display Group. For assignments with Anonymous Grading enabled, all students' personally identifiable information is removed.
- **Attempt Number:** This heading lists the attempt number.
- **Submitted Date and Time:** This heading lists the date and time the student submitted the assignment.
- **Graded (or Ungraded):** For submissions that have been graded, the grade is listed. For ungraded submissions, this field remains empty.
- **Sent (or Unsented):** A green checkmark indicates that the grade has been sent to the student. A semi-transparent grey checkmark indicates that the grade has been saved as a draft, but has not yet been sent to the student.

GRADE A SUBMISSION

Tap a submission to open the submission detail page. To learn more about grading submissions, see [Grade Submissions](#).

MISSING SUBMISSIONS

Students who have not yet submitted have red "**MISSING SUBMISSION**" text beneath their names.



GROUP SUBMISSIONS

Bb Grader supports groups and submissions to group assignments.

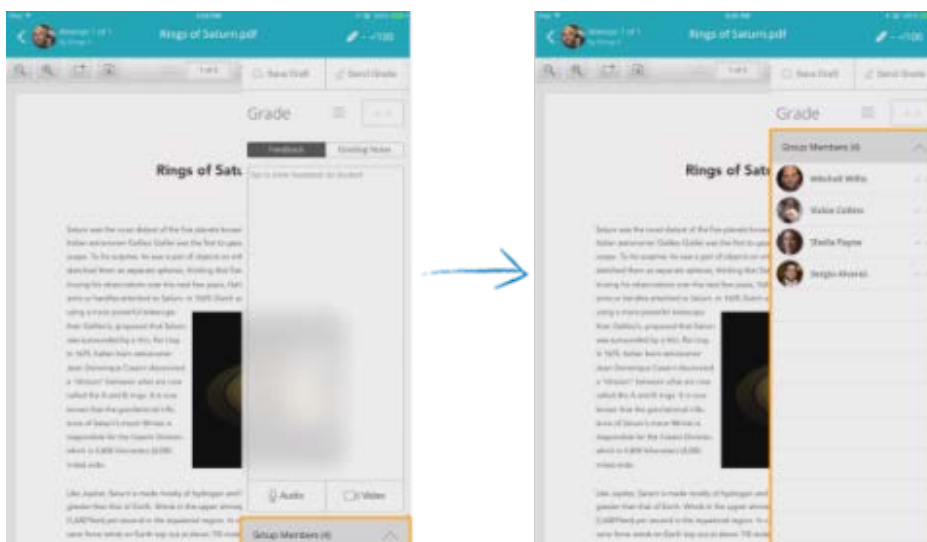
GRADE A GROUP SUBMISSION

To apply a grade to a group submission, tap the **Grade** icon in the upper right-hand corner of the interface. This will open the grading panel.

To enter a grade for the submission, tap the empty box in upper right-hand corner of the grading panel and type a score for this submission. To exempt a submission, tap **Exempt** on the left-hand side of the keyboard.

VIEW GROUP MEMBERS

When viewing a group submission, instructors can view the individual members by tapping the **Group Members** slide out at the bottom of the grading panel.

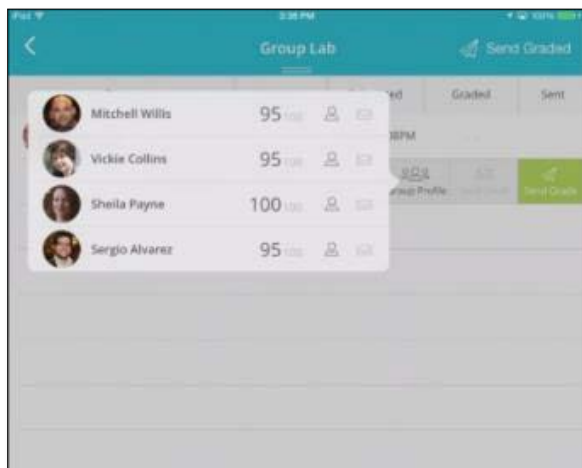


GRADE GROUP MEMBERS INDIVIDUALLY

You can apply grades to each group member individually using the group member slide out. To apply a grade to an individual in the group, tap the grade next to the individual's name and type a score.



Individual Grades for a particular group's submission can be viewed on the **Submission Listing** page by swiping to the left to reveal the **Group Profile** button. Tap the **Group Profile** button to view the individual scores.



GRADE SUBMISSIONS

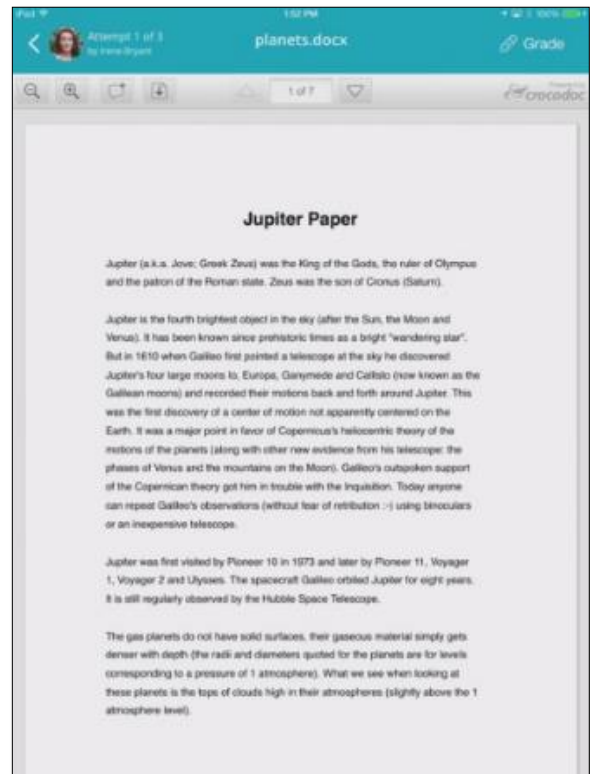
START GRADING

When viewing the assignment's Submissions Listing page, tap a submission to open the submission detail page.



SUBMISSION DETAIL PAGE

Bb Grader displays the submission inline if the student submitted the content via the inline HTML Content Editor or attached a supported document.

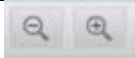




SUPPORTED FILE TYPES

- PDF
- Microsoft Word
- Microsoft PowerPoint
- PNG and JPEG images

Note: If a student submitted an unsupported files type, you will be able to download the file to your device. You can then review the submission and still apply grades and rubric criterion to the assignment.

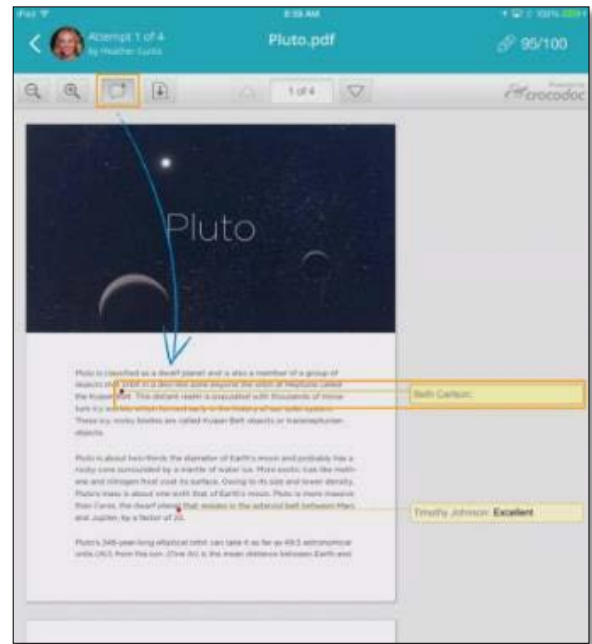
ZOOM, DOWNLOAD, AND NAVIGATE

Image/Screenshot	Description
	Use the zoom in and zoom out magnifying glass icons to increase or decrease
	Tap the download icon to download the submission to your device.
	Use the arrows to navigate one page at a time, or swipe up or down to scroll

ANNOTATE SUBMISSIONS

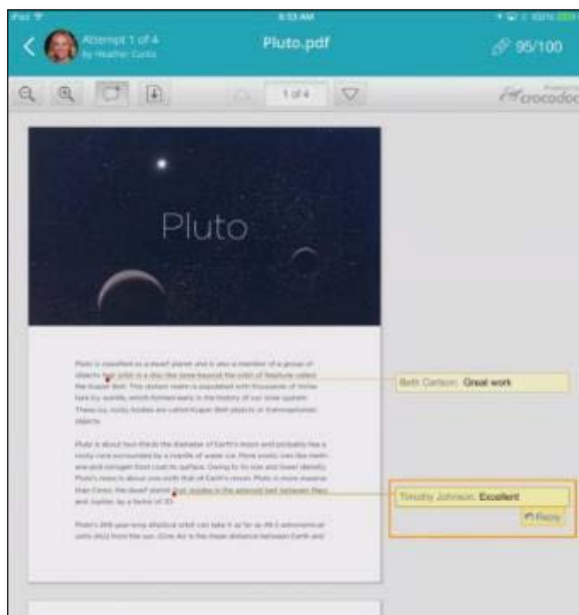
When viewing Crocodoc-supported files you can add text annotations within the document in the form of comments. To add a comment, tap the **Comment** icon at the top of the Crocodoc toolbar and then tap a location within the document. You can then add a comment on the right side of the app pane.

Note: HTML files and content entered into the Inline HTML Content Editor are not supported by Crocodoc and cannot be annotated within the app.



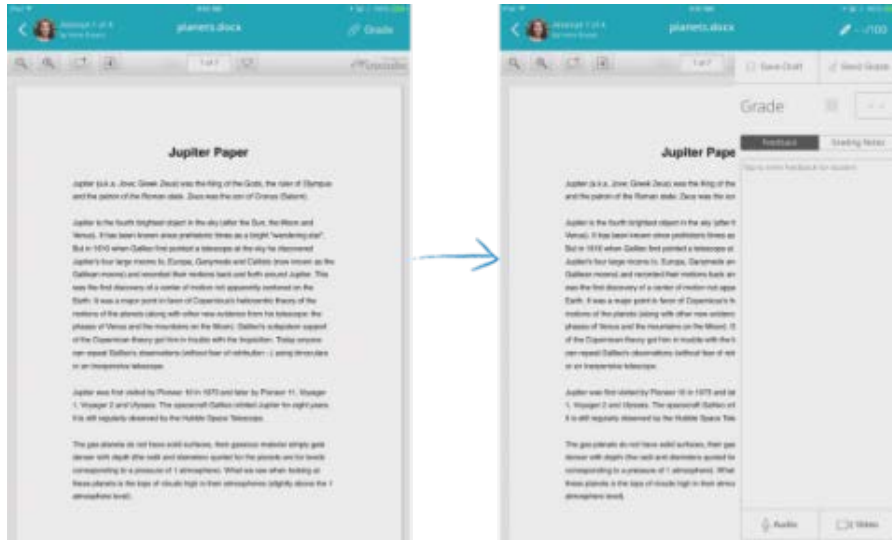
REPLY TO A COMMENT ADDED BY ANOTHER GRADER

You can reply to comments added by other graders or instructors. Tap the comment that you want to reply to, and then tap **Reply**.



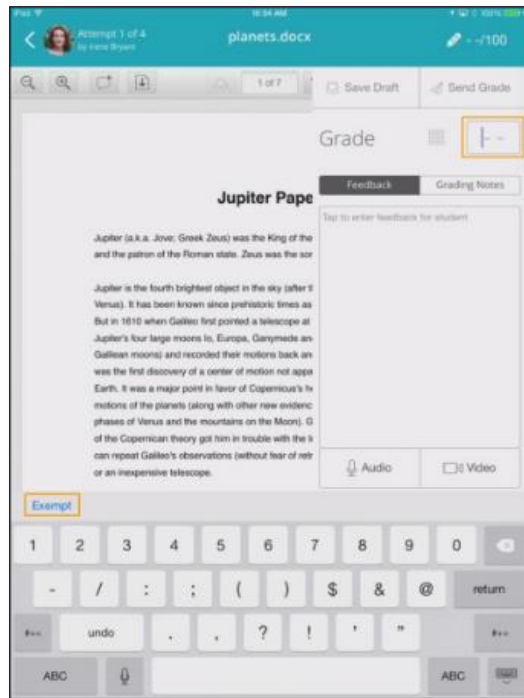
APPLY GRADES

To apply a grade to a submission, tap the **Grade** icon located in the upper right-hand corner of the interface. This will open the grading panel.



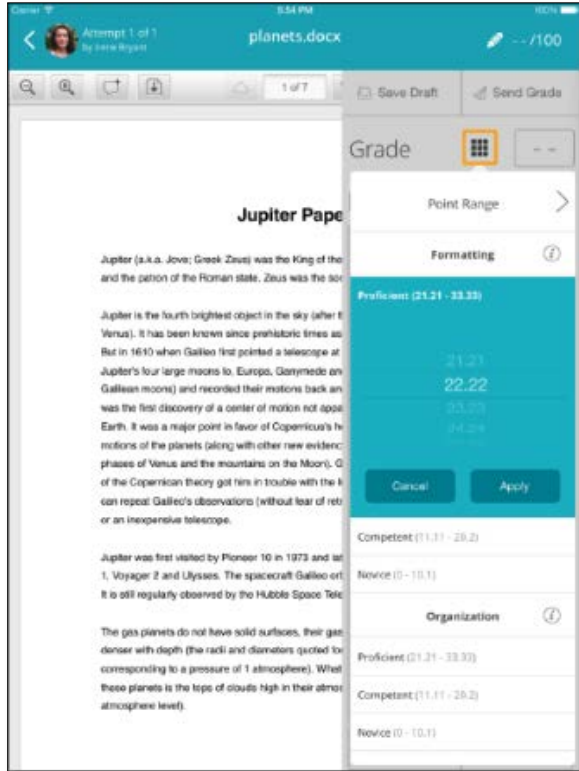
GRADING PANEL

To enter a grade for the submission, tap the empty box in upper right-hand corner of the grading panel and type a score for this submission. To exempt a submission, tap **Exempt** on the left-hand side of the keyboard.



USE RUBRICS

If a grading rubric has been set up for the assignment in Blackboard Learn, you can access the rubric from within Bb Grader. Tap the **Rubric** icon at the top of the grading panel.



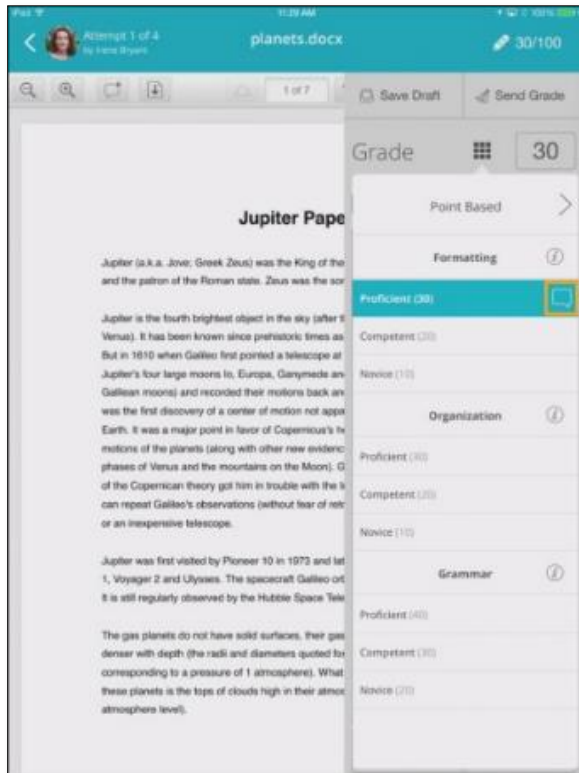
MULTIPLE RUBRICS

If multiple rubrics have been set up, you can toggle between the rubrics by tapping the arrow buttons next to the rubric titles.

Note: Only one rubric may be used at a time per submission.

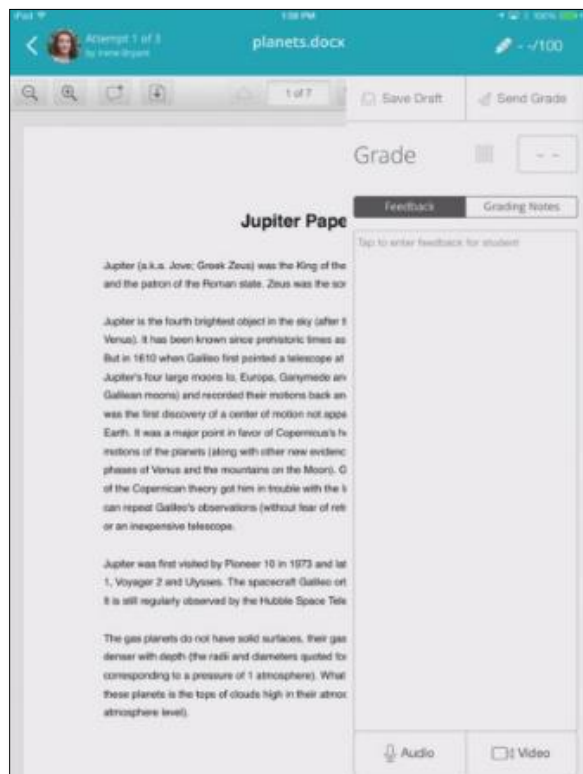
APPLY SCORE

Tap a rubric criterion to apply a score. For values with ranges, scroll to the value, and tap **Apply**. After a value has been assigned to a rubric, you can provide comments that will be visible to instructors and other graders by tapping the **Comment** icon located next to the rubric criterion name.



ADD FEEDBACK

Instructors can provide students with general comments and feedback using the text input area beneath the grading and rubrics sections of the grading panel. Instructors can also provide audio and video feedback using the buttons located at the bottom of the grading panel.



FEEDBACK

Feedback entered into the **Feedback** text area will be visible to the student when you send the grade. To enter feedback, tap in the text area and type your feedback.

GRADING NOTES

Information added in the **Grading Notes** text area will be visible only to other instructors and graders. To enter grading notes, tap **Grading Notes**, and then tap in the text area and type your notes.

AUDIO FEEDBACK

You can provide use the device microphone to record audio feedback. To record audio, tap the **Audio** button at the bottom of the grading panel. To begin recording, tap the **Record** icon, and start talking. Tap the **Record** icon again to stop the recording.

Tap the **Play** icon to preview the recording. If you would like to re-record the audio feedback, tap **Retake**. If you are finished and would like to use the recording, tap **Use Audio**. Otherwise, tap **Cancel** to cancel recording.

VIDEO FEEDBACK

You can use the device camera and microphone to provide video feedback. To record video feedback, tap the **Video** button at the bottom of the grading panel. You can record a new, live video or use a pre-recorded video from your Photo Library.

Note: Keep your video feedback concise. Video recordings can be only one minute long.

ANONYMOUS GRADING

Bb Grader supports the anonymous grading settings within Learn by removing students' names from the Submission Listing page and Submission Details page.

When anonymous grading is enabled, a student's personally identifiable information is removed from Bb Grader for that particular assignment.



Student	Attempt	Submitted	Graded	Sent
[Redacted]	1 of 1	Jul 01, 07:52PM		
[Redacted]	1 of 1	Jul 01, 07:51PM		
[Redacted]	1 of 1	Jul 01, 07:48PM		
[Redacted]	1 of 1	Jul 01, 07:46PM		
[Redacted]	1 of 1	Jul 01, 07:43PM		
[Redacted]	1 of 1	Jul 01, 07:42PM		
[Redacted]	1 of 1	Jul 01, 07:28PM		
[Redacted]	1 of 1	Jul 01, 06:37PM		
[Redacted]	1 of 1	Jul 01, 06:22PM		
[Redacted]	1 of 1	Jul 01, 06:19PM	48	
[Redacted]	1 of 1	Jul 01, 06:24PM	43	
[Redacted]	1 of 1	Jul 01, 07:08PM	44	
[Redacted]	1 of 1	Jul 01, 07:30PM	48	
[Redacted]	1 of 1	Jul 01, 07:33PM	2	
[Redacted]	1 of 1	Jul 01, 07:40PM	40	

SAVE DRAFT

You can save your current grading progress (and associated audio, video, or rubric feedback) by tapping **Save Draft** in the grading panel.

SAVE DRAFT VS. SEND GRADE

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.

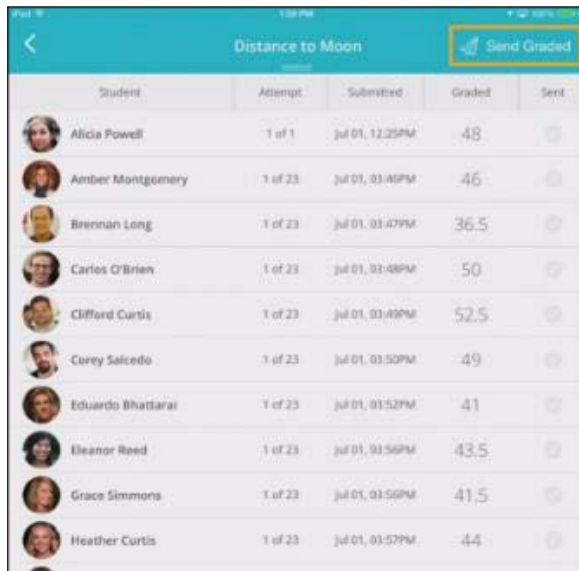
To accommodate this use case, Bb Grader does not automatically sync grades entered within the app with the Blackboard Learn Grade Center when you tap **Save Draft**. Instead, you can send all grades at once to the Grade Center from the **Submissions List** page by tapping **Send Graded** located in the upper right-hand corner.

However, instructors are able to selectively release individual grades to the Learn Grade Center by tapping the **Send Grade** button in the upper-right hand corner of the grading panel.

SEND 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.

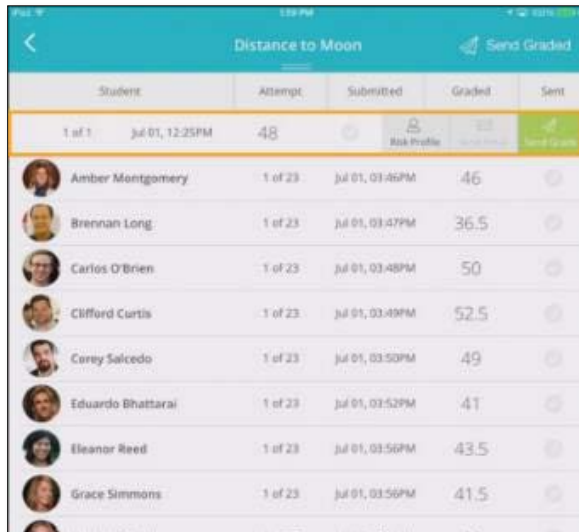
To accommodate this use case, Bb Grader does not automatically sync grades entered within the app with the Blackboard Learn Grade Center when you tap **Save Draft**. Instead, you can send all grades at once to the Grade Center from the **Submissions List** page by tapping **Send Graded** in the upper right-hand corner. Sending grades to the Grade Center also notifies the student that the grade is viewable.



Student	Attempt	Submitted	Graded	Sent
Alicia Powell	1 of 1	Jul 01, 12:25PM	48	
Amber Montgomery	1 of 23	Jul 01, 03:46PM	46	
Brennan Long	1 of 23	Jul 01, 03:47PM	36.5	
Carlos O'Brien	1 of 23	Jul 01, 03:48PM	50	
Clifford Curtis	1 of 23	Jul 01, 03:49PM	52.5	
Corey Salcedo	1 of 23	Jul 01, 03:50PM	49	
Eduardo Bhattarai	1 of 23	Jul 01, 03:52PM	41	
Eleanor Reed	1 of 23	Jul 01, 03:56PM	43.5	
Grace Simmons	1 of 23	Jul 01, 03:56PM	41.5	
Heather Curtis	1 of 23	Jul 01, 03:57PM	44	

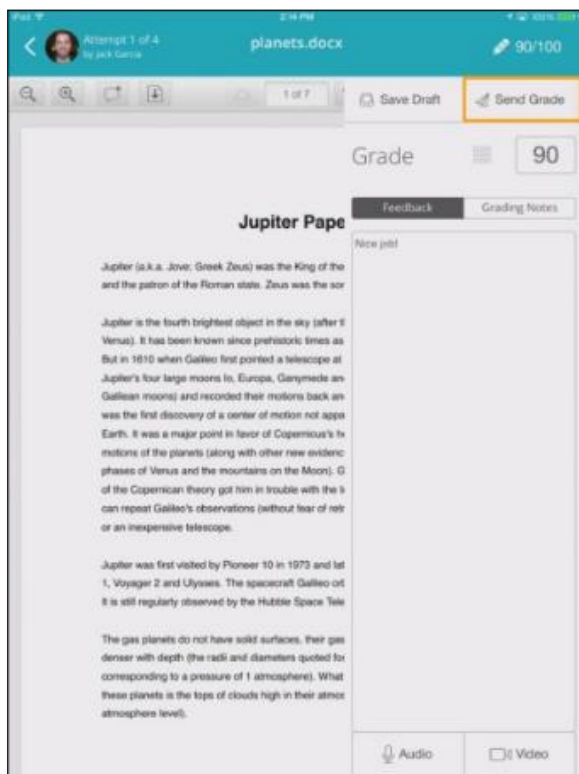
SEND INDIVIDUAL GRADES

Instructors are able to selectively release individual grades to the Blackboard Learn Grade Center by swiping a submission to the left to reveal the **Send Grade** button. Tap the **Send Grade** button to release the grade to the Grade Center.



Student	Attempt	Submitted	Graded	Sent
1 of 1	Jul 01, 12:25PM	48		Send Grade
Amber Montgomery	1 of 23	Jul 01, 03:46PM	46	
Brennan Long	1 of 23	Jul 01, 03:47PM	36.5	
Carlos O'Brien	1 of 23	Jul 01, 03:48PM	50	
Clifford Curtis	1 of 23	Jul 01, 03:49PM	52.5	
Corey Salcedo	1 of 23	Jul 01, 03:50PM	49	
Eduardo Bhattarai	1 of 23	Jul 01, 03:52PM	41	
Eleanor Reed	1 of 23	Jul 01, 03:56PM	43.5	
Grace Simmons	1 of 23	Jul 01, 03:56PM	41.5	

Instructors are also able to selectively release individual grades to the Learn Grade Center by tapping the **Send Grade** button in the upper-right hand corner of the grading panel.



Attempt 1 of 4
By Jack Garcia
planets.docx
90/100

1 of 7
Save Draft
Send Grade

Grade: 90

Feedback
Grading Notes

Nice job!

Jupiter Paper

Jupiter (a.k.a. Jove, Greek Zeus) was the King of the gods and the patron of the Roman state. Zeus was the son of Cronus and Rhea. He was born in Crete and was hidden from his father by the nymph Semele. He was raised by the nymph Nysa and the satyr Amalthea. He was educated by the Titan Prometheus. He was the husband of Hera and the father of Athena, Apollo, Artemis, Hermes, Perseus, Dionysus, Hermes, and Zeus.

Jupiter is the fourth brightest object in the sky (after Sirius, Venus, and Mars). It has been known since prehistoric times as the "Wanderer". But in 1610 when Galileo first pointed a telescope at Jupiter's four large moons (Io, Europa, Ganymede and Callisto) and recorded their motions back and forth across the face of the planet, it was the first discovery of a center of motion not apparent on Earth. It was a major point in favor of Copernicus's heliocentric theory of the planets (along with other new evidence: phases of Venus and the mountains on the Moon). Galileo's observations put him in trouble with the Catholic Church because they supported the geocentric theory of the universe. Galileo's observations (without the aid of a telescope) can repeat Galileo's observations (without the aid of a telescope).

Jupiter was first visited by Pioneer 10 in 1973 and later by Voyager 1 and Voyager 2. The spacecraft Galileo orbiting Jupiter is still regularly observed by the Hubble Space Telescope.

The gas planets do not have solid surfaces, their gas becomes denser with depth (the radii and diameters quoted for the planets are for a pressure of 1 atmosphere). What is the top of clouds high in their atmosphere level?

Audio
Video

STUDENT RISK PROFILE

To keep instructors aware of students' progress and activity, some features from Blackboard Learn's Retention Center are integrated into Bb Grader. Graders can view student activity and other Retention Center metrics by swiping a student's submission to the left to reveal the Risk Profile option on the **Submission List** page.

Tap **Risk Profile** to open the Risk Profile dialog box.

RISK PROFILE DIALOG BOX

Within the Risk Profile dialog box, you can view the Communication History for the student. You can also view Deadline, Grade, Activity, and Access Alerts by tapping these sections from within the dialog box.

Tap **Add Note** located at the top of the Risk Profile dialog box to add private notes about a student.

Tap **Notify Student** to send an email to the student.