To grade Assignment submissions in a Blackboard course shell:

- Enter the Full Grade Center
- Select a submission to be graded using the yellow exclamation point (figure 1)
- Click on the Action Menu (down arrow key) next to the submission
- Click on Attempt

The attempt will open up in the New Box View (figure 2).
- In the New Box view you can add annotations directly to the student paper.
  - Click on the Point Annotation Mode to write in pop-up comments directly onto the paper (figure 2)
    - Type your comments to the student in the comment box that appears, Click Post
    - A comment icon will appear on the document
    - To view the comment, Click on the comment box
b. Click on the **Drawing Tool Mode** to circle or underline specific sentences and paragraphs in the student paper (figure 3).

c. In order to **highlight**, hold the left mouse button down and draw the mouse over the area you want to highlight. Once you are done highlighting a box will appear with a highlight tool (figure 3).