**Email template to send to Instructors announcing Bb Annotate for Inline Assignment Grading in Learn**

**Email subject line suggestions:**

* Coming Soon: Bb Annotate for Inline Grading in Learn
* Check it out: Blackboard’s new tool for Grading Assignments
* A new way to Grade Assignments in Learn: Bb Annotate
* Instructors: Check out the new Bb Annotate

***>>>Tip****: Try sending this email, or a similar one, multiple times using different subject line headers. It might help increase the number of people who open at least one version of the email.*

Dear Instructor,

Bb Annotate, Blackboard’s new inline assignment grading tool is [coming soon to your Learn environment](https://community.blackboard.com/blogs/8/229). Created in partnership with institutions around the globe, Bb Annotate will replace the existing inline grading tool found in your courses today. This new tool will offer a more robust feature set for you to provide customizable feedback to your students, including a sidebar summary view, freehand drawing tools, various color selections, and more.

To prepare for the arrival of Bb Annotate:

1. **Watch a video about Bb Annotate:**

[Bb Annotate Overview in Blackboard Learn](https://youtu.be/WFaEf_7-KaM)

1. **Download your Quick Start Guide:**

* [Bb Annotate Quick Start Guide for Instructors (Original Course View)](https://help.blackboard.com/sites/default/files/documents/2020-04/Bb%20Annotate%20Quick%20Start%20Guide%20for%20Instructors_Original%20Course%20View.docx)
* [Bb Annotate Quick Start Guide for Instructors (Ultra Course View)](https://help.blackboard.com/sites/default/files/documents/2020-04/Bb%20Annotate%20Quick%20Start%20Guide%20for%20Instructors_Ultra%20Course%20View.docx)

1. **Visit the Help documentation site:**

* [Instructor Help Page](https://help.blackboard.com/Learn/Instructor/Assignments/Grade_Assignments/Bb_Annotate)
* [Student Help Page](https://help.blackboard.com/Learn/Student/Assignments/Assignment_Grades)

If you have any questions, feel free to reach out.

Sincerely,

[insert name]