

# Student Annotations (Instructors)

## Instructors

Instructors can create an assignment that allows students to annotate a file. This feature allows teachers to provide an attachment as part of the assignment without downloading or uploading it multiple times or assigning it individually to students.

This assignment type provides students with the following annotation options:

- Add a text box
- Add shapes, for example, circle, square, or rectangle
- Highlight parts of the attachment
- Pen tool for drawing and writing

Type annotations, for example, underline, highlight, and squiggly will only work for text within an uploaded document. Type annotations will not work on images, even if the image is of text.

## Creating an Annotations Assignment

1. From your course, click **Add Materials**.
2. Select **Add Assignment**.
3. Under **Format Options**, click **Annotations Assignment**.
4. Upload a file from your device.

Accepted file types: Docx, HTML, JPG, PDF, PNG, PPTX, RTF, TXT, XLS, XLSX, and XML.

5. Fill in the rest of the Create form.
6. Click **Create**.

## Reviewing or Grading an Annotations Assignment

After a student has submitted their assignment, the instructor can review and grade it from the class assignment.

1. In the Submissions area, select **Needs Grading**.
2. Review the student's responses.
3. Type a grade into the Grade box.
4. Add notes for the student in the available text box.
5. Check whether or not you want the grade and notes to Show to the student.
6. Click **Submit**.

# Students

Student Annotations offer students a new assignment experience; however, the student display and available options can vary at the elementary and secondary grade levels.

1. From within the assignment, click:
  1. Elementary: **Draw or Type**
  2. Secondary: **Start Assignment**
2. Annotate the file from the Doc Viewer using the annotation tools available in the editor. Changes are automatically saved.
3. When you are finished, click the following:
  1. Elementary: **I'm Done**
  2. Secondary: **Submit**
4. Optionally, to clear annotations, click **Clear All**. Then, click **Clear All** again to confirm.
5. To go back without saving, click **Back**.

Students who have submitted their work can select the assignment again to review their submission.

## Elementary Options

### *Continue Assignment*

Students who have not submitted their assignment can resume working where they left off.

1. Click into the assignment.
2. Click **Continue**.
3. Continue annotating the assignment.
  1. Click **Previous Submission** to revert to a previous submission of the assignment.
  2. Click **Open Submission** to confirm the reversal. Click **Stay Here** to keep annotating the current version.

### *Try Again After Submitting*

A student can return to an assignment if an instructor wants the student to try the assignment again.

1. Click on the assignment.
2. Click **Try Again**.
3. Continue annotating the assignment. Previous annotations will still display.

## Secondary Options

### *Edit Draft*

Students who have not submitted their assignment can resume working where they left off.

1. Click into the assignment.
2. Click **Edit Draft**.
3. Continue annotating the assignment.
4. Click **Back** to exit the assignment

### *Re-Submit Assignment*

A student can return to an assignment if an instructor wants the student to try the assignment again.

1. Click on the assignment.
2. Click **Re-Submit Assignment**.
3. Continue annotating the assignment. Previous annotations will still display.