

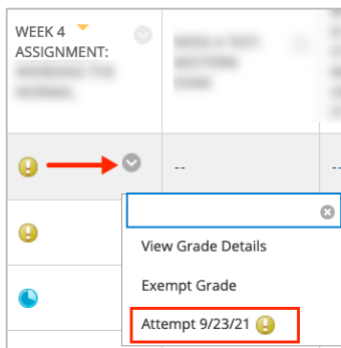
ASSIGNMENT ANNOTATIONS

ADVANCED FEATURES

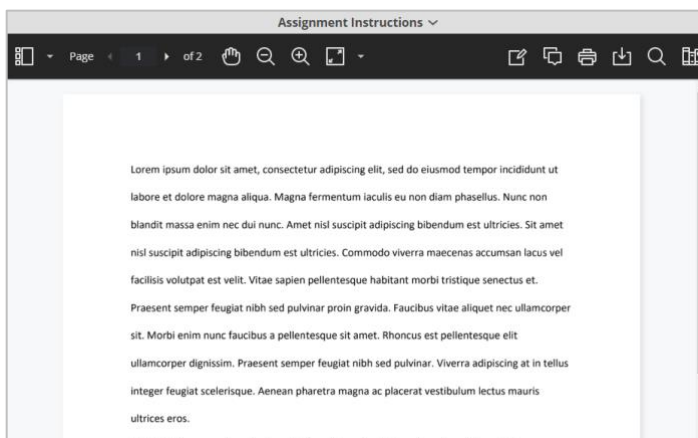
This assignment tool feature allows instructors to annotate and leave feedback directly on assignments submitted in ulearn. Students can see the comments once the assignment is graded and instructors and students can both download the document as a PDF with annotations and comments added. This user guide covers advanced features such as a content library for comments, drawing, adding images, lines, and other annotations. For [basic comment annotations, refer to this guide](#).

Instructions

1. From the **Grade Center**, find the assignment you want to grade. For a specific student, select the **down arrow** to the right of the cell and then select **Attempt** (followed by date the student submitted).



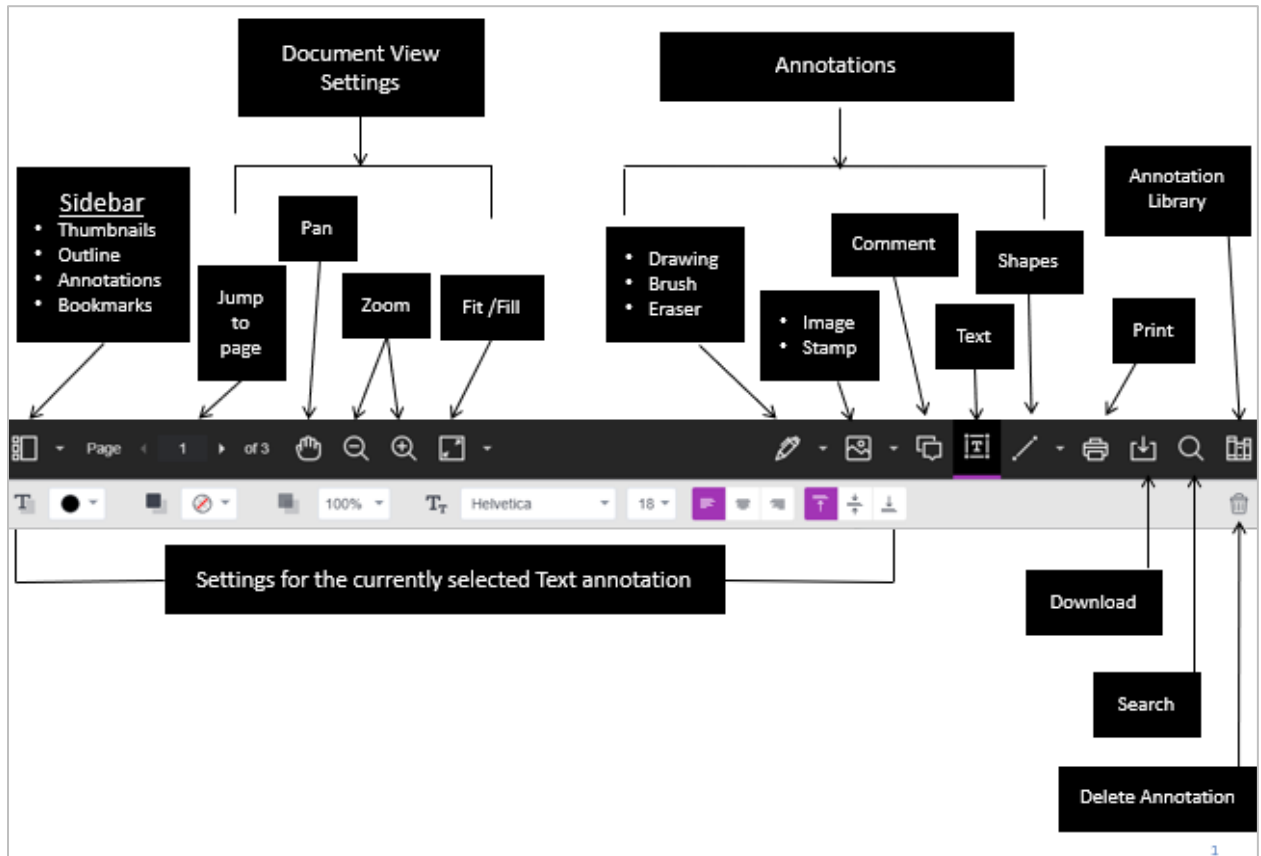
2. The student's attempt opens.



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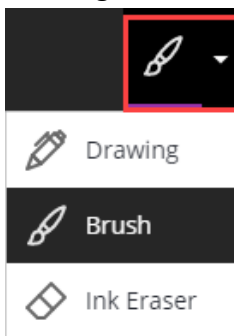
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- Directly above the attempt are the annotation and commenting tools for uploaded assignments. Below is an illustration of the annotation features available.



Drawing Options:

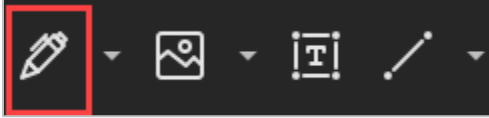
- There are several options located under the **drawing (pen icon)** annotation menu – drawing, brush and ink eraser.



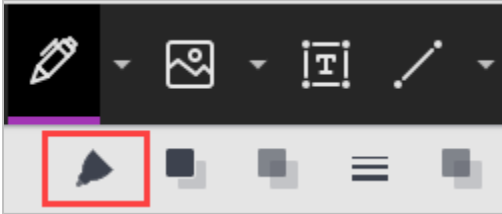
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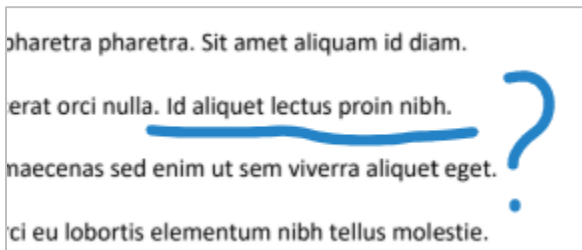
2. If you wish to draw or annotate on the document, click the **drawing** icon (pen).



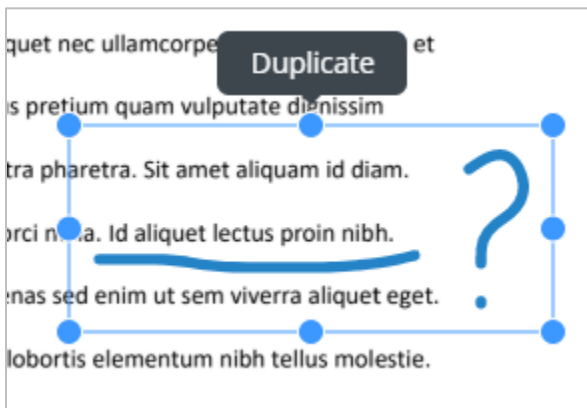
3. Click on the **marker** icon to choose the color.



4. Begin **drawing** on the document.



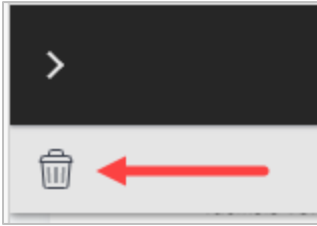
5. To delete any drawing or annotation, you must first click on the **drawing** (pen) icon to be out of drawing mode. Then, **click the drawing**. A box appears around the drawing.



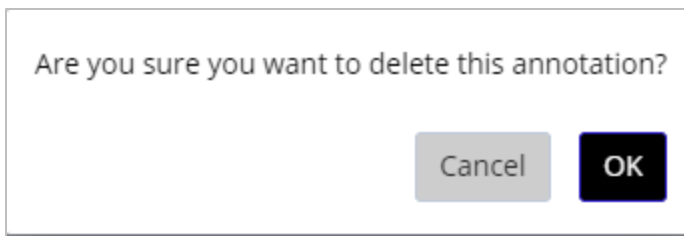
6. In the upper left corner of the annotation menu, a trash can icon appears. With the annotation selected, click the **trash can** icon to delete.

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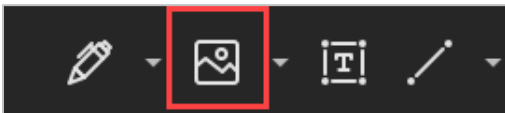


7. You will be prompted to delete the annotation. Click **OK**.



Adding Images:

1. You can also add images to the document. Click the **image** icon on the toolbar.



2. You are prompted to select your image on your computer.
3. The image appears on your document. It can be reduced in size by dragging in one of the dots around the image. The image can be dragged to another location on the document.

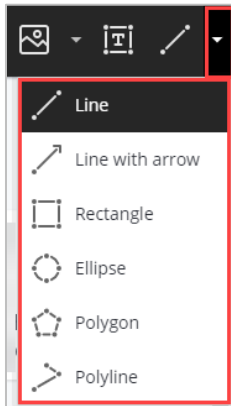


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Lines and other annotations:

1. You can draw other annotations on a document such as lines, lines with arrows, rectangles, ellipse, polygons, and polylines by clicking the **down arrow** next to the **line** icon on the annotation toolbar.

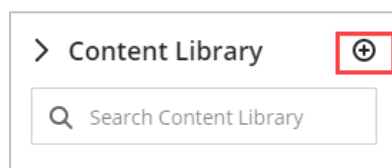


Annotation Content Library: Create Comments

1. A library of frequently used comments may be created in the Content Library and accessed to place comments into a document. To create comments, click on the **Content Library** icon on the annotation toolbar.



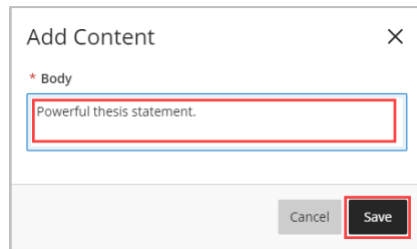
2. Click on the + icon to add a new comment to the library.



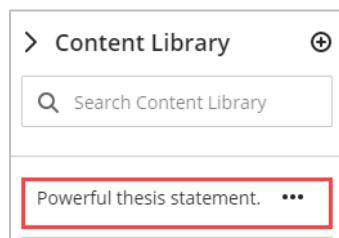
3. Type your comment in the box. When done, click **Save**.

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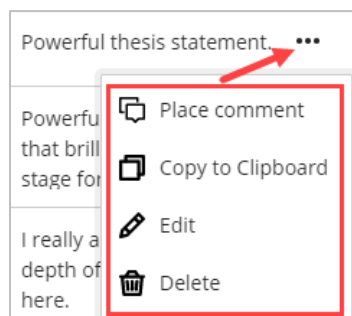
4. You comment now appears in the Content Library.



Content Library: Place Comments, Copy, Edit, Delete Comments

Once comments have been created in the content library, click the ... (3 dots) next to the comment. There are four options:

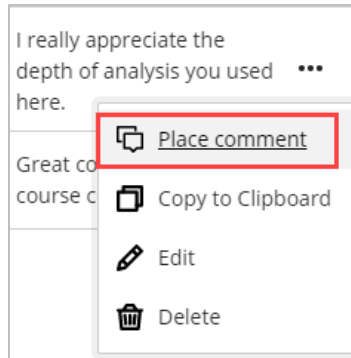
- Place the comment in the document
- Copy to clipboard
- Edit
- Delete.



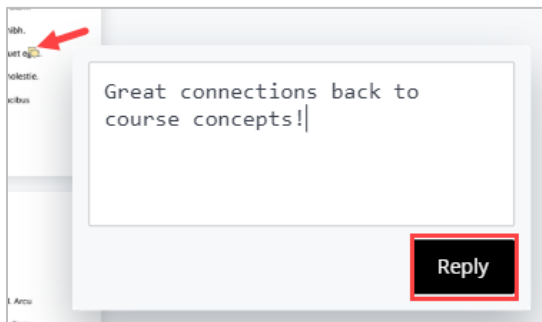
1. To place a comment in the document, select **Place comment** and click anywhere on the document you wish to place the comment.

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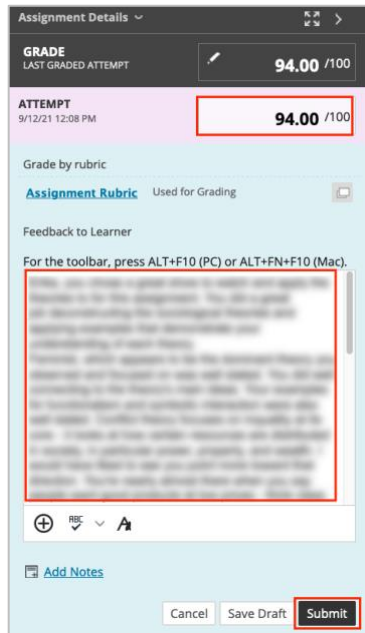
2. The placed comment appears, click Reply to complete placing it within the document.



Assign a Grade and Leave Student Feedback:

1. When ready, enter a **grade** for the assignment and **feedback** to the student in the Feedback to Learner box. If grading with a rubric, be sure to click the associated rubric to grade. Click **Submit** when done.

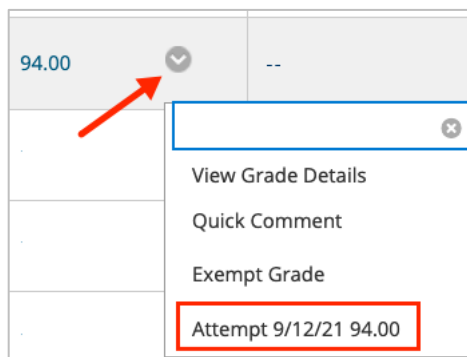
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Downloading Options

You can download an annotated PDF to keep if desired.

1. Once comments and/or annotations have been left on a student's paper, a grade assigned, and feedback left to the student, you will be automatically launched back to the Grade Center.
2. In order to go back to the document to view any annotations you left, you must access the student's original (now graded) attempt in the grade center to be able to download the file with annotations.



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3. Once back to the student's assignment attempt, click on **Download** icon on the annotation toolbar menu to download the file and view the comments left in any PDF reader application (such as Adobe PDF)

