

In the Moodle grading interface, opening a Word or PowerPoint file converts it to a pdf file that you can mark up with comments and symbols. The annotated version is automatically saved and displayed to students. **Note: This system has some quirky features, so be sure to review this document carefully.**

Cautionary Notes

There are a few things that it's helpful to know before you begin annotating pdfs:

- There is no "undo" or "redo" functionality. You can edit what you've written in a comment box, but anything else that you enter can only be deleted, not edited.
- Files may lose some formatting when converted. Check the original version of the file before deducting points for omissions or ill-formatted work.
- Instructors view pdfs in full or partial screen view, while students only see them in full screen. Annotations are shifted when changing views, so we recommend using the full screen view (file only— Figure 2, below) when annotating.
- Your work is automatically saved as you annotate a pdf.
- **Students may be able to see a pdf that you have annotated even if you haven't finished annotating the file or assigned a grade to the assignment.** Be sure to review the section on saving an annotated pdf so that you understand how to manage these files.

Prepare to Grade Assignment

To annotate a student's file in the assignment link, open the assignment link and click on **Grade** (Figure 1). The grading interface has three views, selected from the icons in the lower right corner (Figure 2). By default, grading opens in the **Grade & file** view, displaying the first student's submission on the left and grade assignment area on the right. Choosing the **Grade only** view closes the submission viewer and displays only the grade assignment interface, while choosing **File only** shows just the submission viewer. To annotate files, we recommend using the **File only** view.

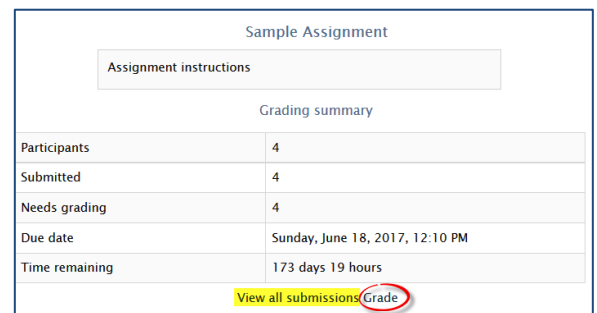


Figure 1: Grade Submissions

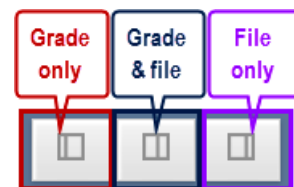


Figure 2: Grading Views

Note: You can also annotate pdf's through Joule Grader. To do so, click on **Joule Grader** in the **Course administration** block and locate the assignment you want to grade in the **Gradable activities** pull-down menu. Locate the link below the feedback file picker labeled **Launch PDF editor...** to bring up the student's submission (Figure 3). You can then annotate the file as described below.

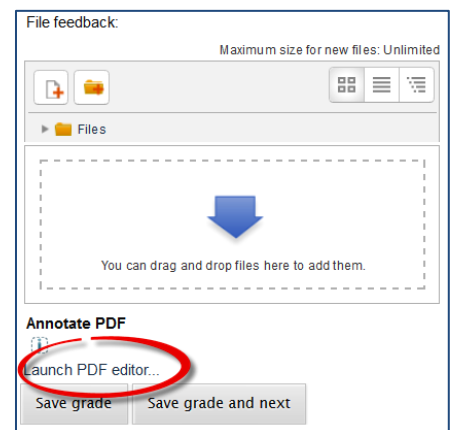


Figure 3: Launch PDF Editor

Annotate Student Work

Mark Up a Submission

Select a student's name from the **Change user** pull-down menu in the upper right corner. Once you've selected a file (Figure 4), you can add comments and mark it up (be sure to review the **Cautionary Notes** section above to avoid potential pitfalls). Locate the view option icons in the lower right corner and select the **File only** view (Figure 2) before you begin annotating the pdf.

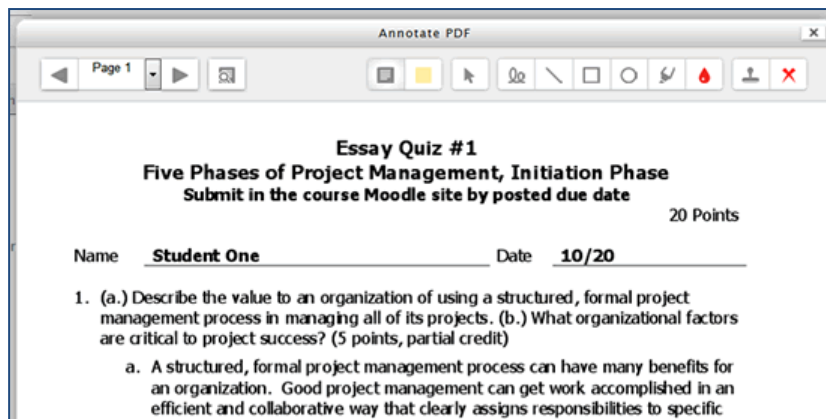


Figure 4: PDF Editor Interface

Use the PDF Editor (Figure 5, from left to right)

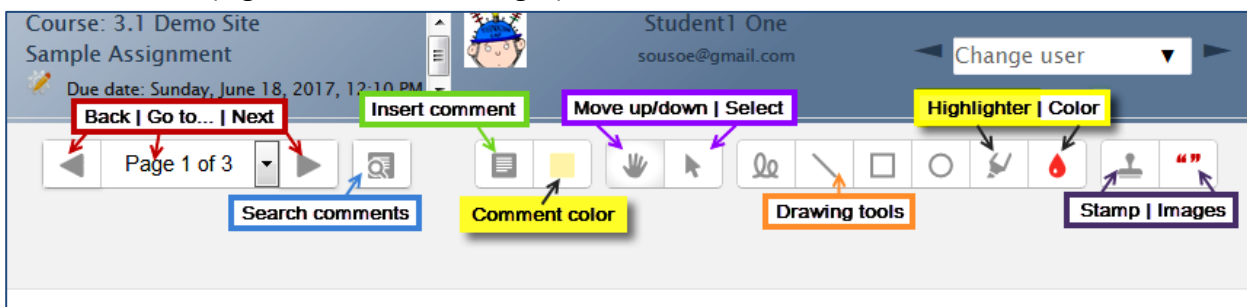


Figure 5: PDF Editor Functions

The **icons** in the upper left corner allow you to navigate through the paper (note that only one page is displayed at a time—you can't scroll to the next page, you must select it from this box).

You can **Search** for comments—click on a comment to go to it.

To create a comment, click on the **comment color** icon to select a background color for the comment box color. Then click on the **insert comment** icon. Save the comment for reuse if you wish. **Caution:** Using a saved comment will delete anything you have already typed in the comment box—see below for details.

The **Move** and **Select** icons do **not** move or select any of the student's work. Instead, clicking on **Move** allows you to move the paper up or down while choosing the **Select** icon lets you select a feedback item that you have created. Once selected, you can **move** or **delete** the item. See **Delete Feedback** section for details.

With the **drawing tool** icons, you can draw freestyle, insert a line, or draw a box or circle. To use one of these tools, first select a color with the **color** icon, then click on the desired tool. Position the cross with your mouse, then click and drag to draw the line or shape.

The **highlighter** icon lets you draw attention to text by adding a colored background to it. Before using the highlighter, select a color with the **color** icon. Then click and drag your mouse across the text that you wish to highlight.

The **color** icon allows you to select a color for the drawing tools or for the highlighter. Note that selecting a color automatically selects the highlighter tool. To use a different tool, select its icon after choosing a color.

Click on the **stamp** tool, then click on the **images** icon to select an image to insert in the student's assignment. Position the cross with your mouse and click to insert the image you have selected. Each time you click, the

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same image will be stamped on the assignment. To make a larger image, hold down the left mouse button and drag as you click. Once you complete the clicking action, you must use the **Select** icon to move or delete an item (see **Delete Feedback** section for details).

The stamps available are shown in Figure 6 at right. Among the images you'll find a set of quotation marks that may be used to indicate a problematic citation.

To return to your course main page, click on its name in the upper left corner of the screen.

Create Comments

To make a comment, select the **Insert comment** icon and choose a background color (Figure 7). You might choose to color code your comments, using yellow for problems with grammar or writing mechanics, pink for feedback regarding content, etc.

Use your cursor to draw a box for your comment, then click inside the box to begin typing. When you have finished entering your comment, you can click in another location to add a further comment or select a different icon to insert a stamp, line or shape. The insert comment selection will remain active until you select a different action (stamp, line or shape).

Adding Comments to Your "Quicklist"

When you insert a comment, you have the option of adding it to a customized "quicklist" for reuse. To save a comment, click on the **option box** in the upper right corner of the comment box (circled in Figure 8 at right) to bring up the quicklist options (**Add to quicklist** and **Delete comment**). Click on **Add to quicklist** to save the comment. Once you have saved a comment (highlighted here in pink), click on the comment to insert it.

Caution: Inserting a saved comment will delete any comments that you have already written in the current comment box. If you intend to use a comment from your quicklist, insert it **first** before adding any further comments in that comment box. There is no "undo" function in this application, so be prepared to experience some fits and starts as you begin working in it.

Delete Feedback

To delete a line, drawing or stamp, click on the **select** icon shown here at right in Figure 9. Locate the item that you wish to delete and click on it. In the highlighted box that appears, locate the **trash can** in the upper right corner (shown in Figure 10). Click on the trash can to delete the feedback element.

Save Annotations

Your feedback is saved as you enter it, but your annotated version of the pdf does not get published for the student to review until you click on **Save changes** at the bottom of the reviewing window (Figure 11).



Figure 6: Stamps

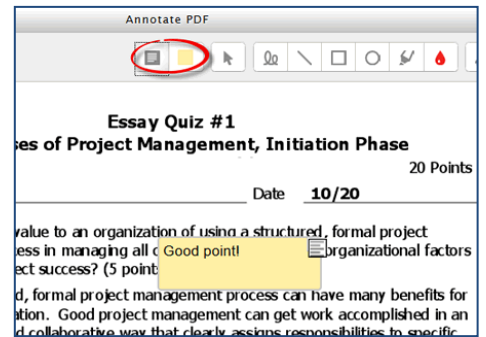


Figure 7: Insert Comment

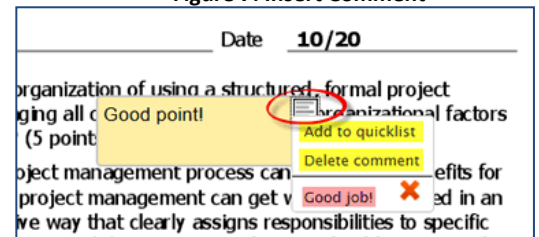


Figure 8: Comment Options



Figure 9: Select Feedback Item Icon

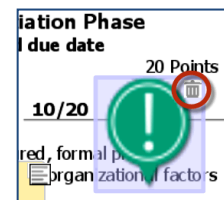


Figure 10: Delete

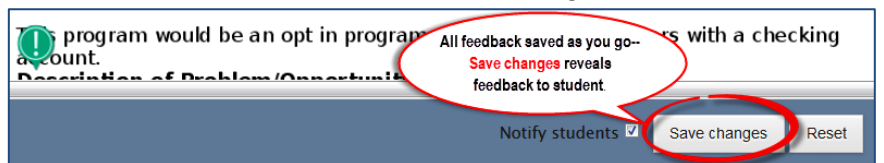


Figure 11: Save Option

Annotate Student Work

- If you **are** ready for the student to view your annotations, click on **Save changes**.
- If you are **NOT** ready for the student to view your annotations, select another student's file to review or return to the course page by clicking on the name of the course in the upper left corner of the screen. Your annotations **will** be saved, but **will not** be visible to the student.

To eliminate the possibility that students will access your comments before you are ready for them to see them, you can either:

- Hide the item in the gradebook until you are ready for students to see their grades and feedback, or
- Restrict access to the item, making it available at a later date—rather than making the item completely invisible, leave it grayed out as a reminder that access needs to be restored when you are ready for students to see your feedback.

If you take either of these steps, be sure to make the item visible again to ensure that students can access their feedback and that their grades are counted in the grade book.

What Students See

When students open the assignment link, they'll find the file that you annotated in the **Feedback** section of the assignment page (Figure 12). Clicking on the **View annotated PDF...** link will open the pdf and reveal your comments in full screen view.



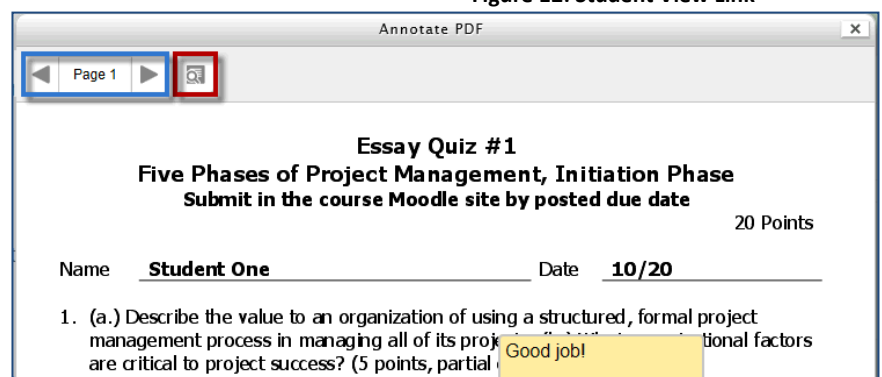
| Feedback | |
|--------------|--|
| Grade | 85.00 / 100.00 |
| Graded on | Tuesday, June 24 |
| Graded by |  Test Teacher |
| Annotate PDF |  Student1 One_46_0.pdf View annotated PDF... |

Figure 12: Student View Link

When the annotated pdf opens, students can click on the **search comments** icon to find your feedback or use the **navigation** icons to move through the document (Figure 13). They cannot annotate the pdf themselves.



The screenshot shows a window titled "Annotate PDF" with a toolbar at the top containing navigation icons (back, forward, search) and a page indicator "Page 1". The main content area displays the following text:

Essay Quiz #1
Five Phases of Project Management, Initiation Phase
Submit in the course Moodle site by posted due date 20 Points

Name Student One Date 10/20

1. (a.) Describe the value to an organization of using a structured, formal project management process in managing all of its projects. What additional factors are critical to project success? (5 points, partial credit)
Good job!

Figure 13: Student View of Annotated PDF