

## Giving Feedback by Annotating an Assignment

In EduLINC courseware assignments there are five common ways to provide feedback on student work.

1. **Feedback comments** text
2. Numeric **Grades**
3. PoodLL audio comments
4. Rubrics
5. **Annotations** on direct place on tasks

Let's see how we can provide feedback using annotation in EduLINC.

1. On your course, click on the **Assignment** link.



The **Assignment** page appears.

### Global Warming

Some people think that global warming is an international crisis requiring immediate action. Other believe global warming is part of the earth's natural climate change, and there is nothing we can do about it.

Write an essay expressing your opinion on global warming. Indicate whether you believe immediate action is required, and if so, what action should be taken.

**Your essay should be 3 -4 paragraphs.**

#### Grading summary

Participants	1
Drafts	0
Submitted	1
Needs grading	1
Due date	Tuesday, 26 May 2020, 12:00 AM
Time remaining	6 days 18 hours

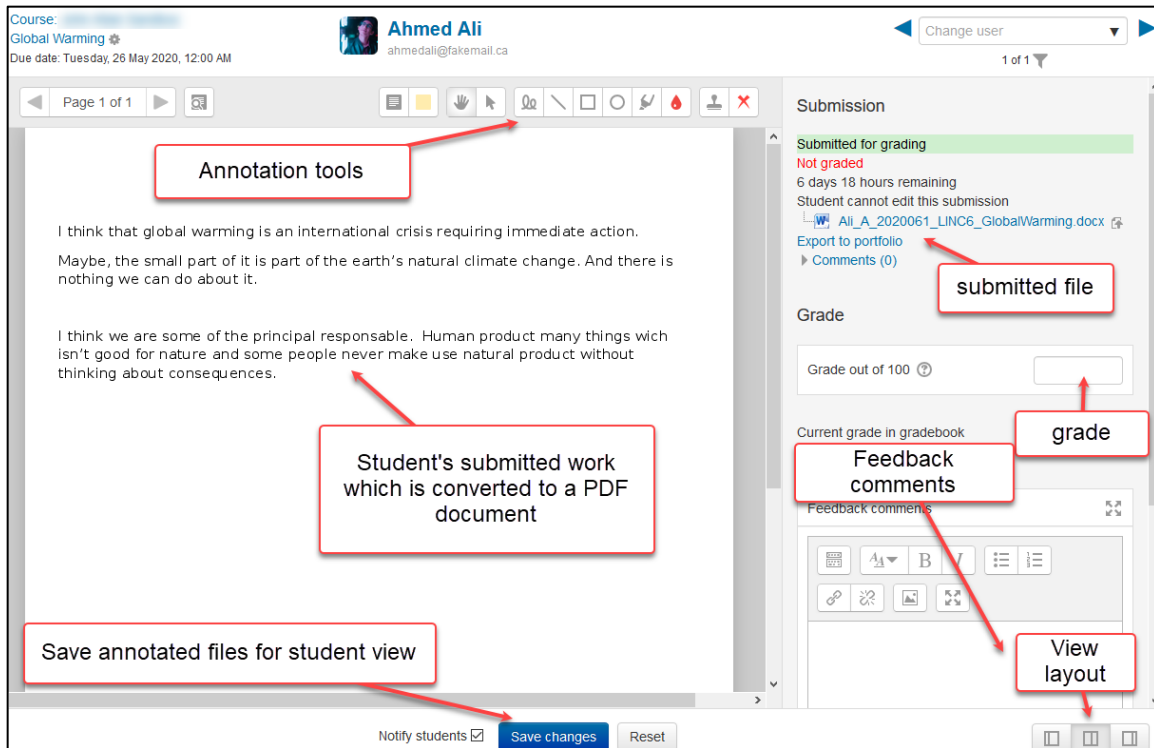
2. Click on the **View all submissions** button.

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments
<input type="checkbox"/>		Ahmed Ali	ahmedali@fakemail.ca	Submitted for grading	<input type="button" value="Grade"/>	<input type="button" value="Edit"/>	Tuesday, 19 May 2020, 5:00 AM	<input type="button" value="W"/> Ali_A_2020061_LINC6_GlobalWarming.docx	<input type="button" value="Comments"/> (0)

[Export to portfolio](#)

3. Locate a student to assess, and then click on the **Grade** button.

The **Assessment** screen appears.



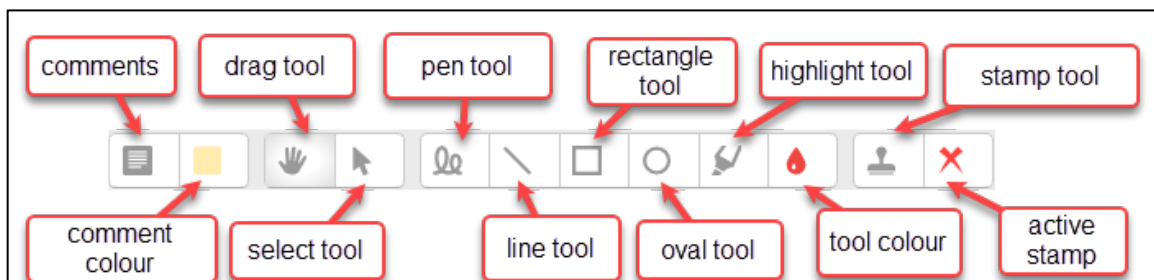
This screen shows that the student has uploaded a **Word** document. This **Word** document has been converted to a **PDF format** in the area on task view area.

Instructors may type text comments into the **Feedback comments** text box.

## Annotation Tools

Instructors can type a numeric grade into the **Grade** text box.

In order to add annotations to the student's work, instructors must use the **Annotation** tools. The steps below are a walkthrough of these tools.



1. Change the screen view to provide more of the task to annotate by clicking on the **collapse grade panel** icon.



2. Click on the **Comments** icon.



3. The cursor turns into a cross. Click and drag this **cross cursor** to make a **comment** box.

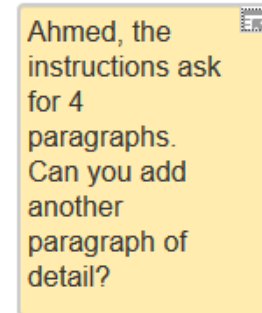
4. Type in a **comment** about the task.

5. Click on the **Comment Colour** icon.



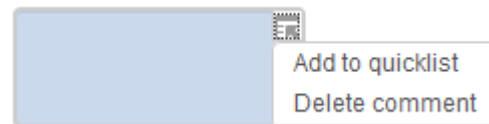
6. Choose a **colour** from the drop-down menu. (e.g. blue)

7. Click and drag the **cross cursor** to make a **comments** box.



8. You realize that you want blue to be the default comment box colour.

9. Click on the **arrow** icon in the comments box, click on **Add to quicklist**.



**Comment** boxes will have a blue background colour.

10. To remove a **comment**, click on the **arrow** icon in the comments box.

11. Click on the **Delete comment** choice in the drop-down list.

The **comment** will disappear.

12. To move around the task screen quickly, click on the **drag** (hand) icon.



13. Click on the **task** area and move the mouse in any direction to reposition your view of the document.

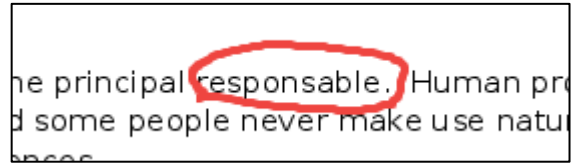
14. To draw or make custom shapes on the task, click on the **Pen** icon.

Showing learners where issues on their work is one reason to use this tool.



15. Click on the **Pen** icon.

16. Click your mouse on the **task** area and drag it to make a shape.



17. To change the **pen's** ink color, click on the annotation colour (**drop**) icon.



18. Click on a **colour** choice in the drop-down list.

The **pen** now draws in the new ink colour.

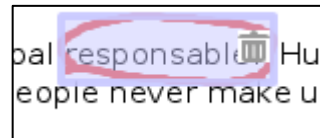
19. To remove any annotations made with drawing tools, click on the **Select** icon.



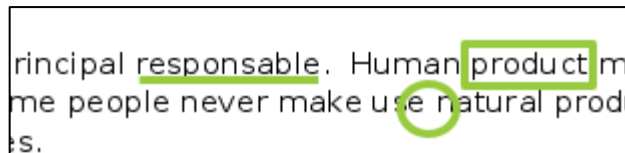
20. Click on an **annotation** (not a comment box), A **highlight** box should appear.

21. Click on the **Trashcan** icon.

The **annotated item** disappears.



22. To draw simple primitive shapes (**line**, **rectangle**, **oval**), click on the icon, and then drag and to form the shape on the task area.



23. A really good way to point out issues in a text is the **highlight** tool. It works with the annotation colour tool.



24. Choose a colour.

25. Click on the **highlight** icon.

26. Click and drag over the text to be highlighted. .

I think that global warming is an international crisis requiring immediate action.  
Maybe, the small part of **of it is** part of the **earth's** natural climate change. **And** there is nothing we can do about it.

There are a few pre-loaded **stamps** that can be stamped onto the student's task.



27. First, click on the **current stamp** icon. ( on the right)



28. Click on the **stamp** tool.

29. Position the cursor over the area to place a **stamp** and click the mouse.

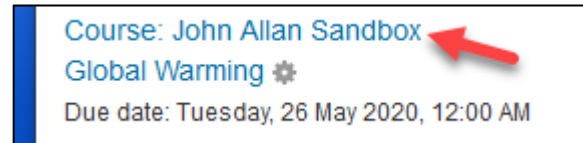
## Saving the Assessment

1. Complete the **annotation** comments.
2. Change to the **Default layout**.
3. Enter a numeric **grade**.
4. Add text **comments** if necessary.
5. Click on the **Save changes** button.

The screenshot displays a student's submission interface. On the left, the student's text is shown with annotations: a red callout '1' pointing to the first paragraph, a green checkmark on the second paragraph, a yellow highlight on the phrase 'I think we are some of the principal responsible', and a blue callout '5' asking for more detail. On the right, the 'Submission' panel shows 'Submitted for grading', 'Not graded', and a grade input field with a red callout '3'. Below the grade is a 'Feedback comments' section with a red callout '4' pointing to the comment area. At the bottom, a 'Save changes' button is highlighted with a red callout '5', and a 'Reset' button is visible. A red callout '2' points to the 'Default layout' icon in the bottom right corner.

The **Changes saved** pop up appears.

- Click on the **OK** button.
- Move to the next **student submission** or return to the course page by clicking on the **course name** in the top left corner.



- To see the results, click on the **assignment** link.



- On the Grading summary page, click on the **View all submissions** button.
- In the **Annotate PDF** column is a link to the annotation for the student to view and the final grade appears in **Final grade** column.

Submission comments	Last modified (grade)	Feedback comments	Annotate PDF	Feedback PoodLL	Final grade
▶ Comments (0)	Tuesday, 19 May 2020, 7:29 AM		Ahmed Ali_181112_0.pdf <a href="#">Export to portfolio</a> <input type="button" value="View annotated PDF..."/>		65.00 / 100.00

- Students click on the **View annotated PDF...** button.

- Students view the **Annotate PDF** pop up. (as appears below)

