



# iLearn: Annotating Assignment Submissions

Center for Innovation in Teaching and Learning

Instructors can use the annotation tool to leave feedback directly on Word and PDF documents submitted to an Assignment. After the annotations are published, students can view the comments within their original document, along with any additional feedback or scores provided.

The annotation tool supports a wide range of file formats, including:

.doc, .docx, .rtf, .odt, .pdf, .ppt, .pps, .pptx, .ppsx, .odp, .xls, .xlsx, .txt, .jpg, .jpeg, .png, .tif, .tiff, and .gif. Annotate a Submission

## Annotating Assignment Submissions

1. In your course, click **Assignments** in the purple navigation bar
2. Click the assignment title.
3. Click on the name of the submission to annotate.
4. The document will open.
  - Select the dropdown arrow next to the marker icon [1] for the following options:
    - **Drawing:** Draw freehand with pen tool.
    - **Freeform Highlight:** Draw freehand with highlighter tool.
    - **Text Highlighter:** Select text to highlight
    - **Eraser:** Erase any freehand notations
  - Use the cursor to select any text to use these additional tools:
    - **Text Highlight:** The selected text will be highlighted.
    - **Text Strikethrough:** The selected text will have a line through it.
    - **Underline:** The selected text will be underlined.
    - **Squiggle:** The selected text will have a wavy line underneath it.

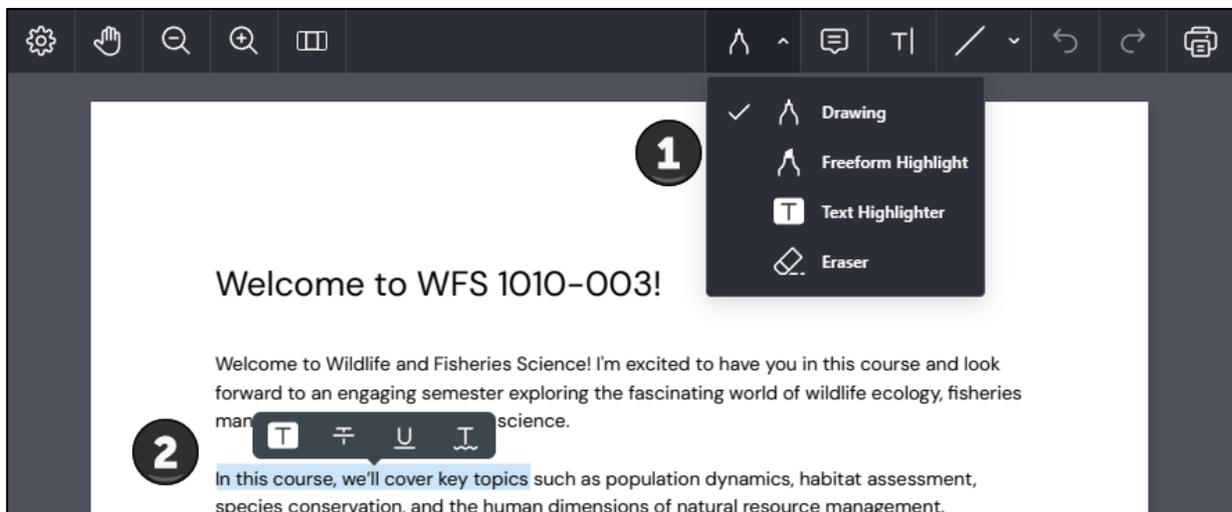


Figure: Annotation Tools for freehand and highlighting.

## Annotating Assignment Submissions

- Other annotation tools
  - **Note** [1]: Leave an in-line note. When selected, additional options for fill color and shape will be available.
  - **Text** [2]: Select to add a textbox anywhere in the document. When selected, additional options will be available for modifying text and color.
  - **Shapes Tools** [3]: Use the dropdown arrow to choose line, arrow, or rectangle.
  - **Undo/Redo** [4]: Use the arrows to remove or re-add any annotations made.
  - **Print** [5]: Print the document
  - **Search Document** [6]: Type a word or phrase within the search to see if it is in the document.
  - **Download** [7]: Use the toggle to select Download Original or Download Annotations.
  - **Toggle Fullscreen** [8]: Expand the view of the annotation tool.



Figure: Additional annotation tools for notes, text box, lines, undo/redo, print, search, download, and expand.

5. Once annotations, feedback, and scores have been added, chose **Publish** or **Save Draft**.

## Delete an Annotation

1. Click on the annotation to delete.
2. Select the trash can icon.
3. Click **Delete**.

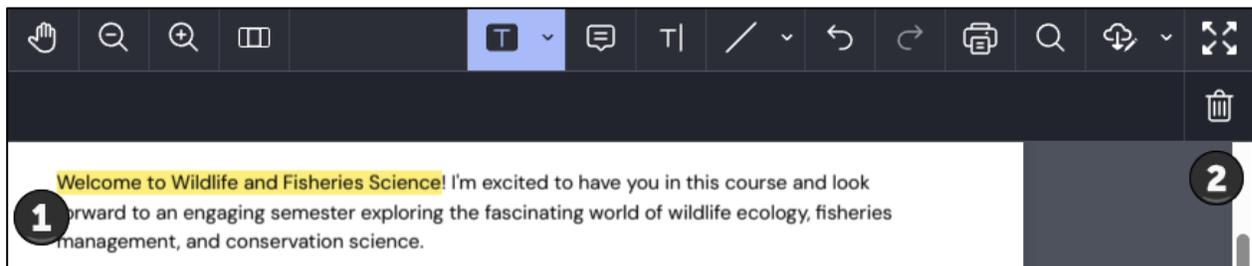


Figure: Delete an annotation by clicking the trash can icon.