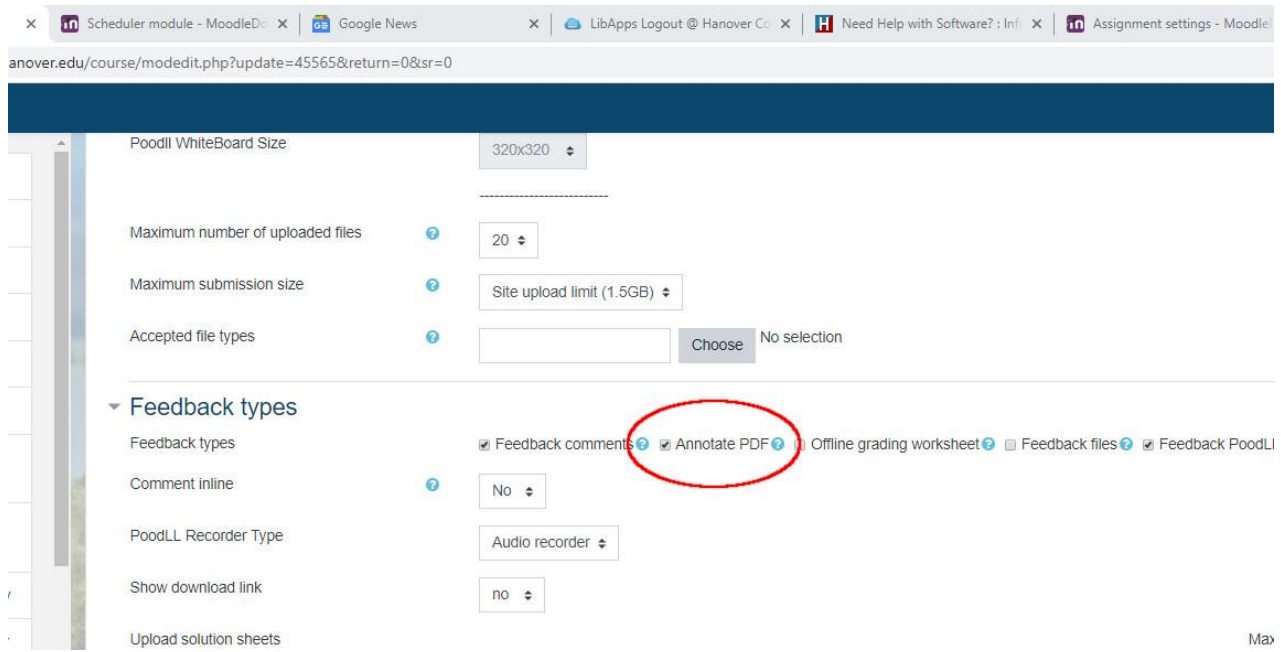


## Sending Feedback on a student submission for an Assignment with an annotated PDF in Moodle

1. In Moodle, you can mark up a student submission for an **Assignment activity** – such as a paper or report that a student has uploaded into Moodle – and you can make various annotations on the work. Moodle will also easily let your students access and view your corrections as a PDF that they can view or download.

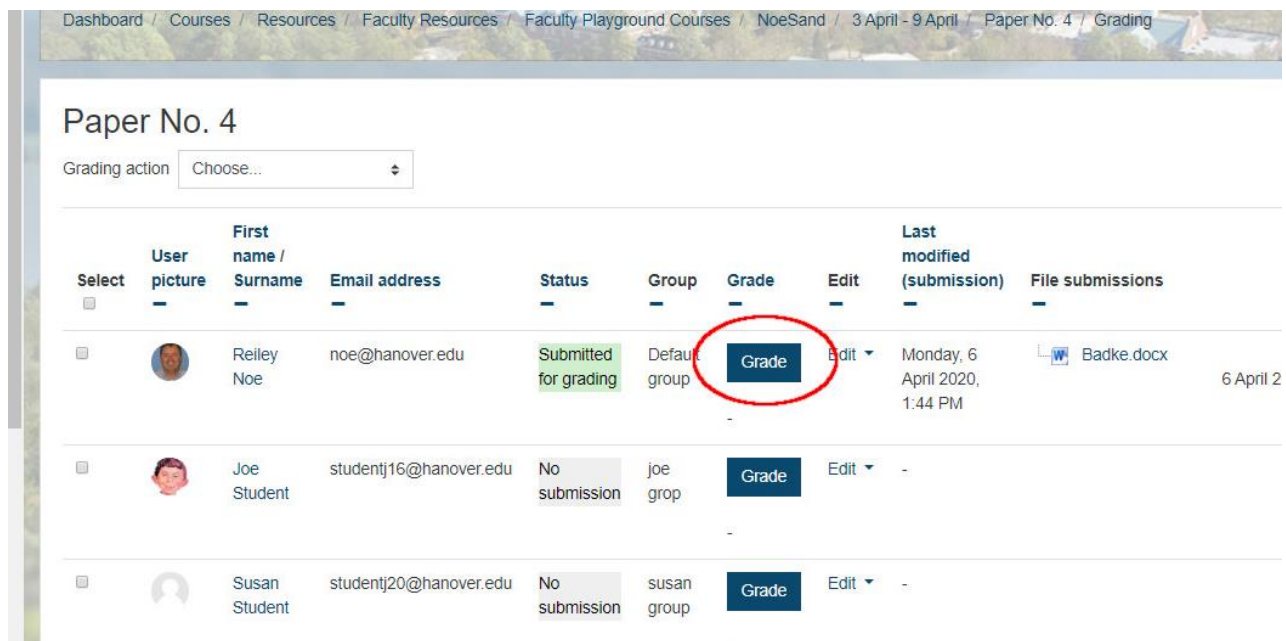
You'll need to do this, first:

Make sure that your assignment has **Annotate PDF** checked on the Feedback settings for your Assignment.



The screenshot shows the 'Assignment settings' page in Moodle. The 'Feedback types' section is expanded, and the 'Annotate PDF' checkbox is checked and circled in red. Other settings include 'Feedback comments' (checked), 'Offline grading worksheet' (unchecked), 'Feedback files' (unchecked), and 'Feedback PoodLL' (checked). The 'Comment inline' dropdown is set to 'No'.

2. When it is time to grade the assignment, **click on Grade**.



The screenshot shows the 'Grading' interface for 'Paper No. 4'. A table lists student submissions with columns for 'Select', 'User picture', 'First name / Surname', 'Email address', 'Status', 'Group', 'Grade', 'Edit', 'Last modified (submission)', and 'File submissions'. The 'Grade' button for the first submission (Reiley Noe) is circled in red.

Select	User picture	First name / Surname	Email address	Status	Group	Grade	Edit	Last modified (submission)	File submissions
<input type="checkbox"/>		Reiley Noe	noe@hanover.edu	Submitted for grading	Default group	<b>Grade</b>	Edit	Monday, 6 April 2020, 1:44 PM	Badke.docx
<input type="checkbox"/>		Joe Student	studentj16@hanover.edu	No submission	joe group	<b>Grade</b>	Edit	-	-
<input type="checkbox"/>		Susan Student	studentj20@hanover.edu	No submission	susan group	<b>Grade</b>	Edit	-	-

3. You can annotate the document submitted and it will be returned to the student as a PDF. These are the tools that you can use.

**Comment**—you can select different colors for the cartoon bubble. When you select its location, you can add lines of commentary within the expanding bubble.

You can click on an icon in the corner of the bubble to delete the comment or add it to a quick list of frequently found errors that you want to point out (such as “unclear” or “flesh this out” or whatever frequent, annoying errors that seem to recur in assignments.)

**The hand and the pointer** – these select specific tools that you have used. You can use the pointer to select an annotation that you want to delete.

Within the area you’ve selected will be a trash can icon that will allow you to delete the comment, shape, highlighting, pen drawing, etc.

**Pen** – lets you freehand write with a mouse or a tablet stylus on the PDF.

**Shapes** – these shapes can be placed around areas of text to point out errors or to emphasize good work.

**Highlighter and color** – the highlighter will allow you to highlight different parts of the text. Several colors are available by clicking on the flame icon next to it.

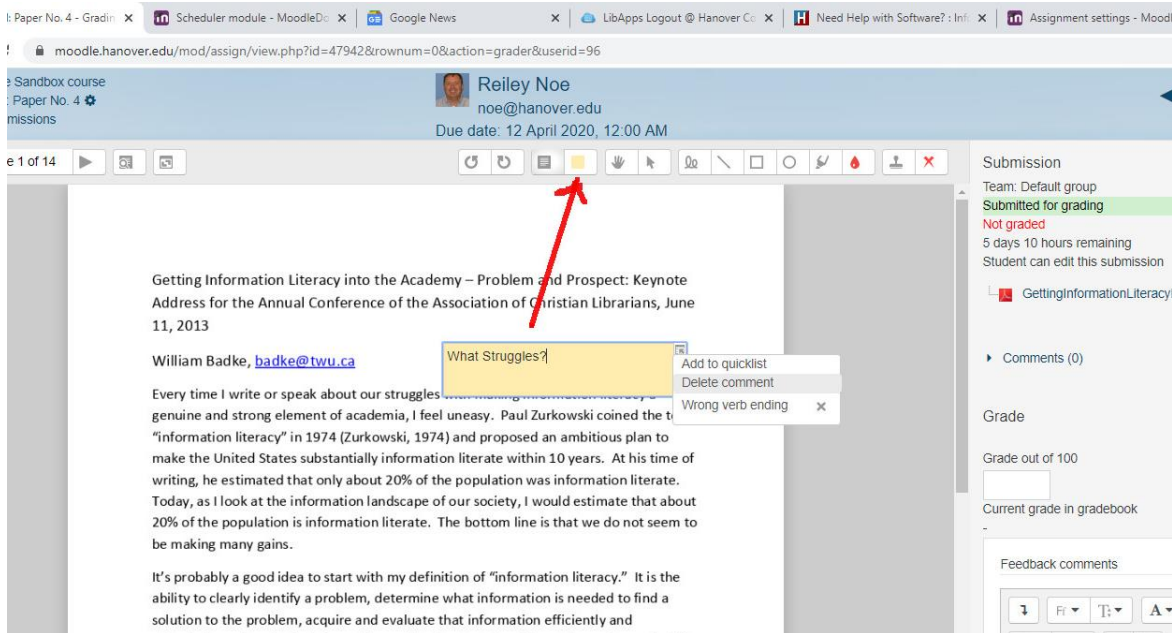
**Stamp** – allows you to add stamps such as a check mark or a smiley face to the pdf.

You can move forwards and backwards by clicking on the arrows on the left side of the ribbon.

The screenshot displays a document annotation interface. At the top, a header identifies the user as Reiley Noe (noe@hanover.edu) with a due date of 12 April 2020, 12:00 AM. Below the header is a toolbar containing several icons: a comment bubble, a pen, a shape outline, a highlighter, and a stamp. Red circles and lines highlight these icons, with red text labels: "Comment" above the comment bubble icon, "Pen" above the pen icon, "Shape outlines to add to the text to highlight a passage or paragraph" next to the shape outline icon, and "highlighter and color" above the highlighter icon. The main area shows a document page with text. The right sidebar contains submission information: "Submitted for grading", "Not graded", "5 days 10 hours remaining", and "Student can edit this submission". At the bottom, there are buttons for "Notify students", "Save changes", "Save and show next", and "Reset".

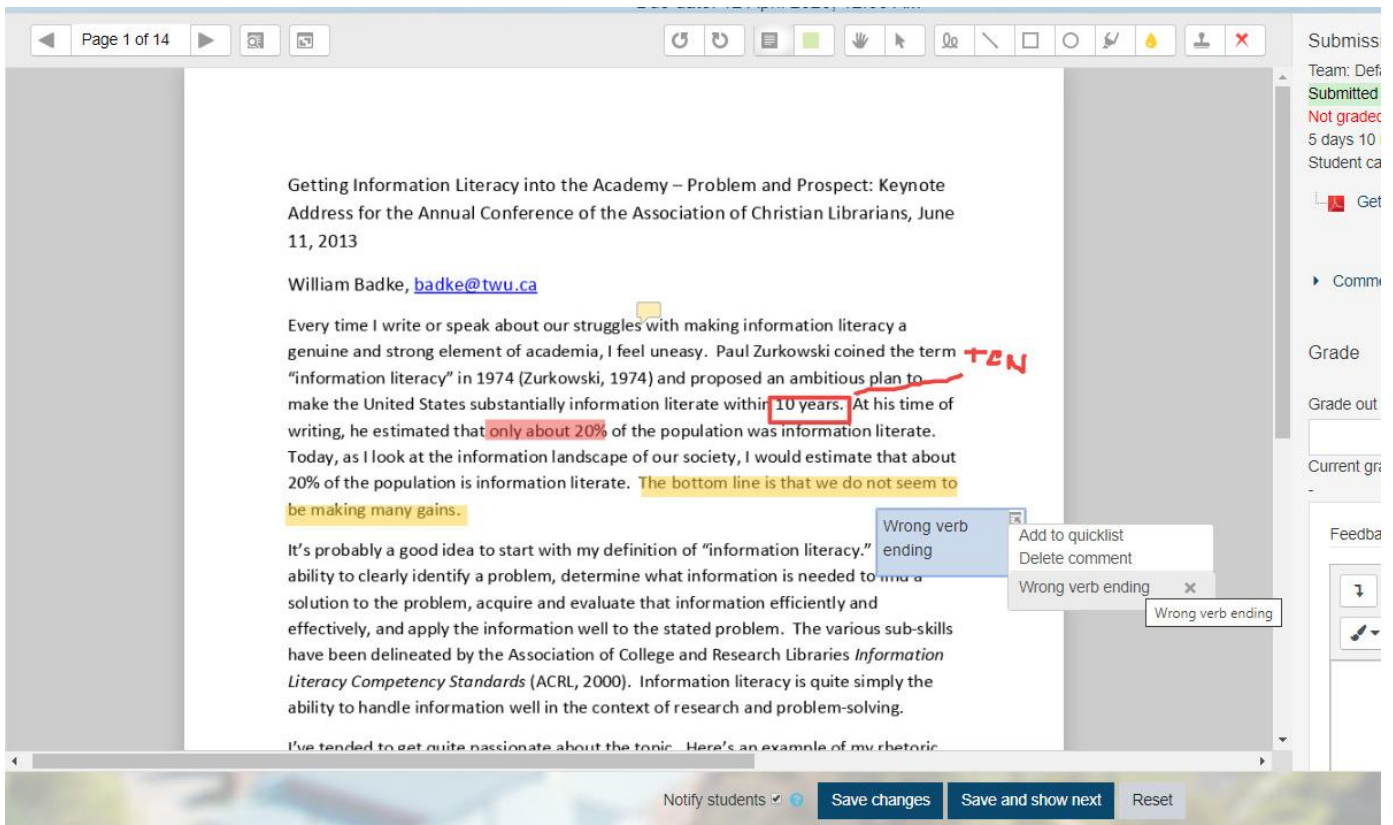
- When you **click on Comment**, you can create a text box. Add your comment. After you've finished it, close the comment and use the pointer tool to move the comment bubble to the area where you would like it to be.

Here is a comment that has been added. Note there is a quicklist available when you click on the grey icon in the upper corner of the comment. More on this later.



- Below is what a page may look like after it is marked up.

Note that the yellow bubble that we entered before will default to a tiny yellow cartoon bubble to save space and to help you target the issue or the praise to a specific area after you move it with the arrow tool.



6. If you think better or a comment or a highlight or a drawing with the pen, click on the offending area with the pointer and then on the small trashcan icon that appears in its proximity.
7. Regardless of the file format – Word Document, Excel sheet, PowerPoint, jpeg – you will send your commentary back to the student as a PDF. With this tool, they get feedback sent from you.

**For more information:**

Video about the Annotate PDF feature from Benjamin Kahn (4:40):

<https://www.youtube.com/watch?v=h4HCIHO5gHg>

Blog Posting from Morningside Educational Technology

<https://wordpress.morningside.edu/msideedtech/2019/09/17/using-pdf-markup-in-new-moodle-for-grading-assignments/>

University of Portland Guide to Moodle

<https://sites.up.edu/moodle/guides/annotate-student-assignment-submissions/>