



Using the Annotation tool in Assignments (New Experience) – D2L Tutorial

This tutorial is for faculty who have previous experience using the Assignments tool in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved when you wish to use the Annotation tool to mark-up submitted documents in the Assignments tool without downloading them to your device. There is a new tool to help you with giving feedback to students in submitted Assignments. When students submit WORD docs, PDF files, EXCEL spreadsheets, or images as Assignment submissions, you can add comments, and other markups right on the file in D2L.

This tool is especially handy for short assignments where commenting is minimal (rather than using the feedback box and referring back to the document). For longer assignments, we would still recommend you download them and provide feedback using track changes and commenting.

Note: the Annotations tool should not be used for submissions from students who require screen reader technology to access digital documents or online content.

Steps

1. Go to the **Assignments** tool, and click on the title of the assignment you want to grade. Note that to use the annotation tool, the assignment must be a **File submission** type (i.e., not a **Text submission** type).
2. Click on an assessment document to open the **Submission** evaluation area for that document.

The screenshot shows the D2L interface for 'Assignment 1 - Folder Submissions'. At the top, there are navigation links: Training Course 03, Course Home, My Tools, ePortfolio, My Media, Course Media, and Edit Course. Below these are breadcrumbs: Assignments > Assignment 1 > Folder Submissions. The main heading is 'Assignment 1 - Folder Submissions'. There are four buttons: Edit Folder, Email Users Without Submission, Add Feedback Files, and Submission Log. Below these are two tabs: Users and Submissions. The Submissions tab is active. There is a search bar with 'Search For...' and a 'Show Search Options' link. Below the search bar are several action icons: Download, Email, Mark as Read, Mark as Unread, Delete, and Publish Feedback. A table lists the submissions. The first row is for 'Student, Training04' with an 'Evaluate' link. The second row is for 'PrintingContentStudent-August2018.pdf' (898.49 KB), submitted on May 24, 2019 at 12:59 PM. A red arrow points from the 'Submission' tab to this specific submission entry.

<input type="checkbox"/>	Last Name ▲, First Name	Submission Date	Delete
<input type="checkbox"/>	Student, Training04		Evaluate
<input checked="" type="checkbox"/>	PrintingContentStudent-August2018.pdf (898.49 KB)	May 24, 2019 12:59 PM	



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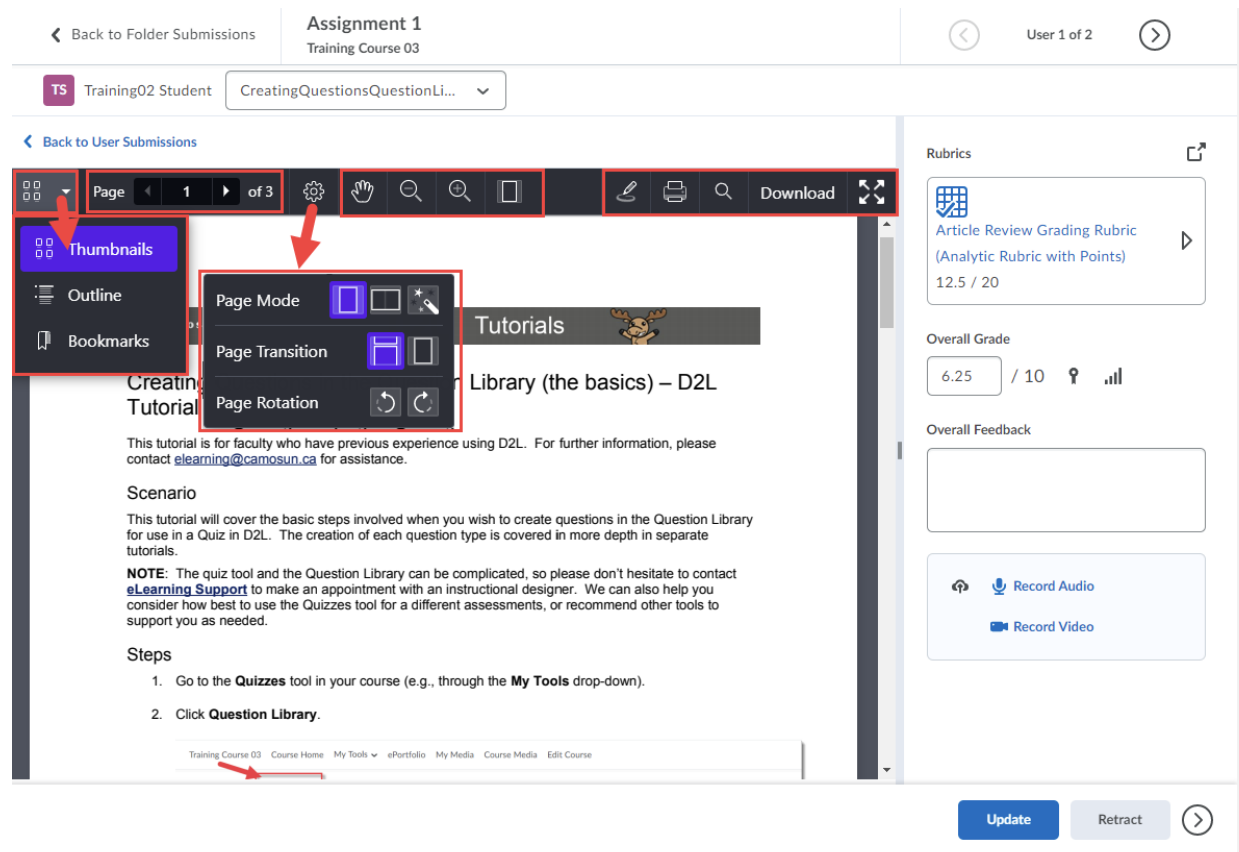
3. You will see a notice “Document conversion is in process”, and then the document will open in the annotation tool.

The screenshot displays a learning management system interface. At the top, there's a navigation bar with "Back to Folder Submissions" and "Assignment 1 Training Course 03". Below this, a user profile for "Training02 Student" is shown. The main content area features a document viewer with a toolbar at the top. A red arrow points to the "Page" dropdown menu in the toolbar, which is currently set to "1 of 3". The document itself is titled "Creating Questions in the Question Library (the basics) – D2L Tutorial" and includes a header with "CAMOSUN Learning" and "D2L Tutorials". The document content includes a "Scenario" section, a "NOTE" about the quiz tool, and a "Steps" section with two numbered steps. On the right side, there's a sidebar with a "Rubrics" section showing a rubric titled "Article Review Grading Rubric (Analytic Rubric with Points)" with a score of "12.5 / 20". Below this, there's an "Overall Grade" section showing "6.25 / 10" and an "Overall Feedback" section with a text input field. At the bottom of the sidebar, there are buttons for "Record Audio" and "Record Video". At the bottom of the main content area, there are "Update" and "Retract" buttons.



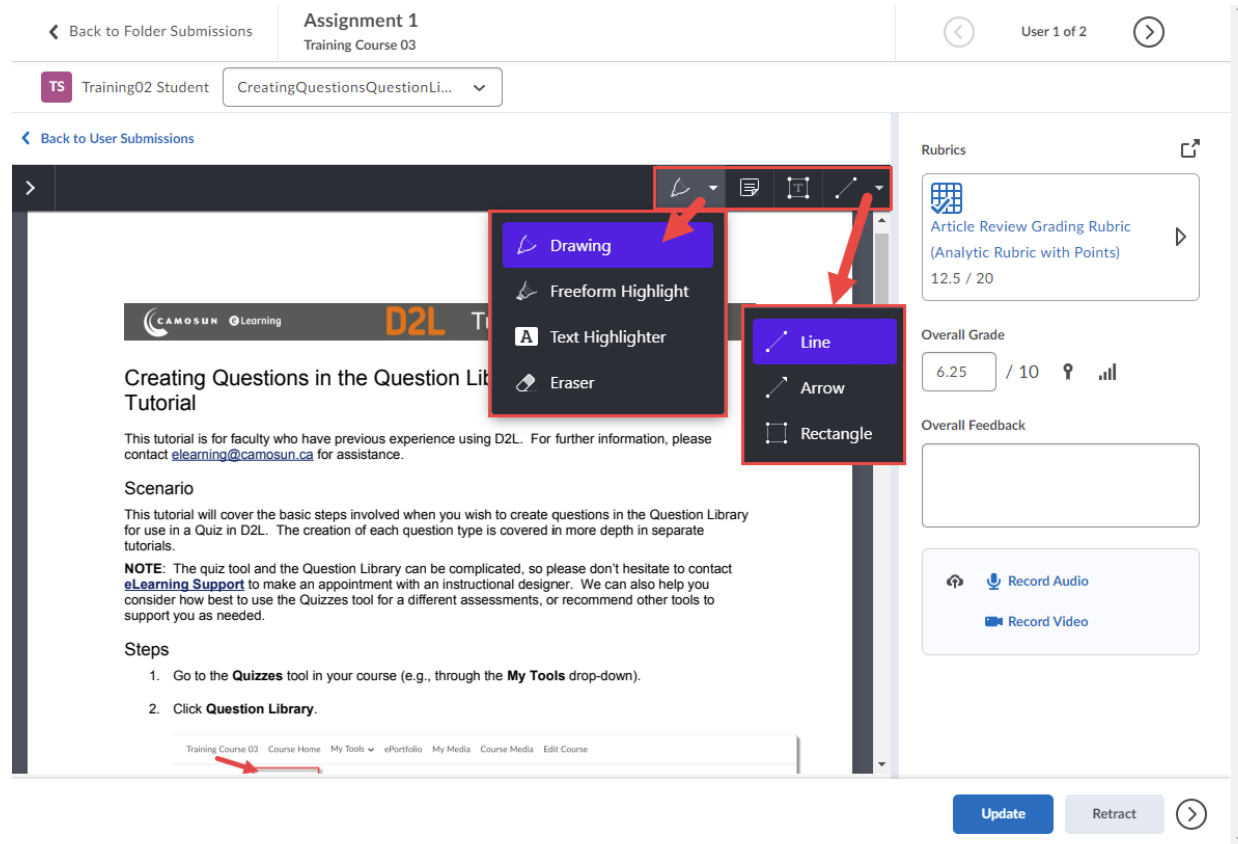
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4. First we will look at the annotation tools on the left side of the annotation toolbar, from left to right:
 - a. **Document view:** Thumbnails (the default), Outline (opens a table of contents for multi-page documents), Bookmarks (allows you to bookmark pages so you can quickly navigate back to them)
 - b. **Page forward and back** (if you have a multi-page document to grade)
 - c. **Page Layout:** Page Mode (Single page, Double page, Automatic); Page Transition (Continuous – gives you a scroll bar, Jump – move from page to page using the table of contents); Page Rotation (Rotate Right, Rotate Left) – play around and choose the layout that works best for you.
 - d. **Pan Mode** (allows you to drag the page up and down)
 - e. **Zoom Out and Zoom In**
 - f. **Fit Page** (fits the document page to the annotation tool window)
 - g. **Annotations** (opens a second toolbar with annotation tools, see Step 5)
 - h. **Print**
 - i. **Search Document**
 - j. **Download**
 - k. **Toggle Fullscreen**



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5. Now, if you click on the pencil icon, you will see the annotation tools on the right side of the toolbar, from left to right:
- Pen, Highlighter, reverse Highlighter, Eraser**
 - Note** tool (add comments to locations in the document) – click on the **Note** icon to open additional options to change the Note colour, shape, and icon style
 - Text** box tool – click on the **Text** icon to open additional options to format the text (size, colour, font), and align it top, centre, or bottom
 - Line, Arrow, Rectangle** (underline and point things out in the document)



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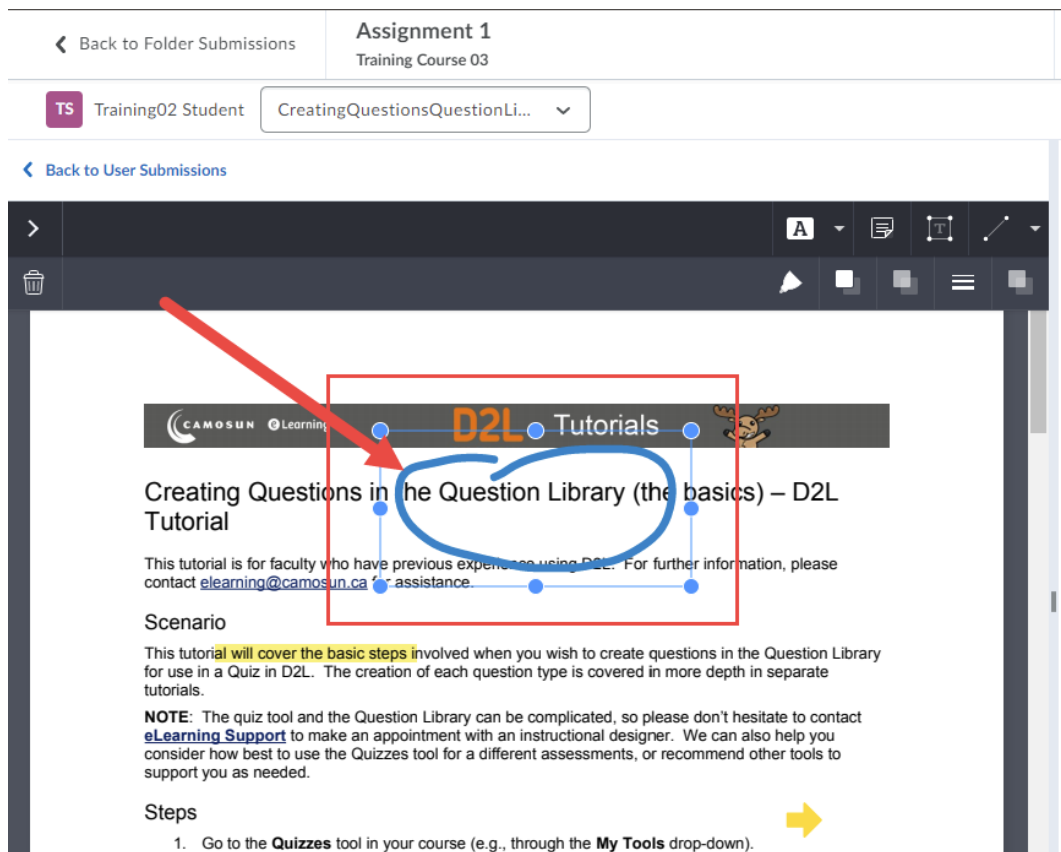
6. As you add annotation to the document (e.g., using arrows, text boxes, notes, etc.) they will appear on the document.

The screenshot displays the D2L LMS interface for 'Assignment 1' in 'Training Course 03'. The user is 'User 1 of 2'. The document being viewed is 'Creating Questions in the Question Library (the basics) – D2L Tutorial'. The document content includes a header with 'CAMOSUN Learning' and 'D2L Tutorials', a title, a paragraph about the tutorial's purpose, a 'Scenario' section, a 'NOTE' section, and a 'Steps' section. Annotations are visible: a blue circle around the words 'the basics' in the title, a yellow note box with the text 'Note ...', and a yellow arrow pointing to the 'Question Library' link in the 'Steps' section. The right sidebar shows 'Rubrics' with 'Article Review Grading Rubric' and an 'Overall Grade' of 6.25 / 10. The bottom navigation bar includes links like 'Training Course 03', 'Course Home', 'My Tools', 'ePortfolio', 'My Media', 'Course Media', and 'Edit Course'.

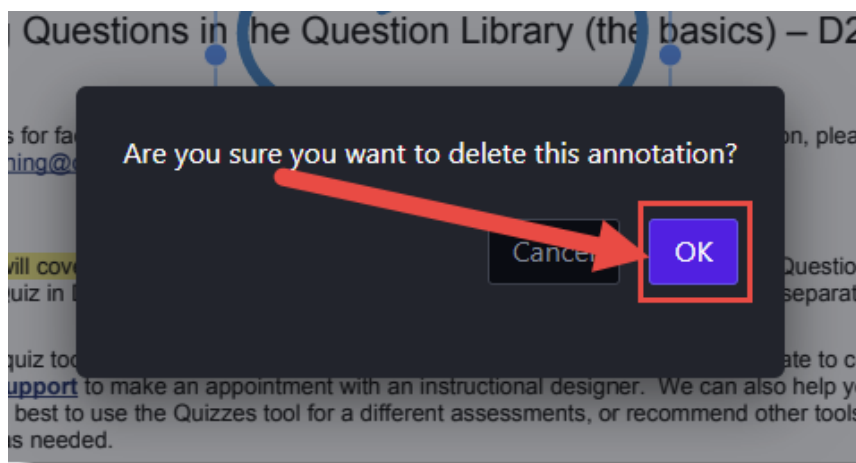


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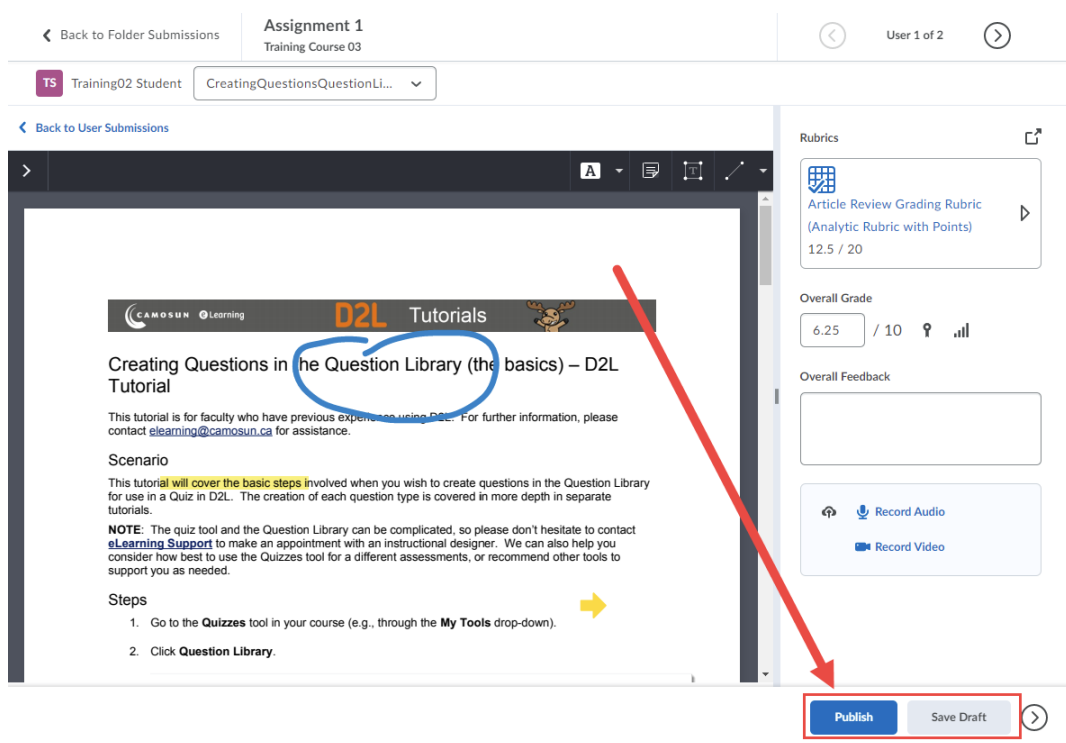
7. To delete annotations, click your mouse on the annotation you want to delete – it will be highlighted. In the image here we have highlighted the blue circle. Click the **Delete** key (or equivalent) on your device.



8. In the box that appears, click **OK** to delete the annotation.



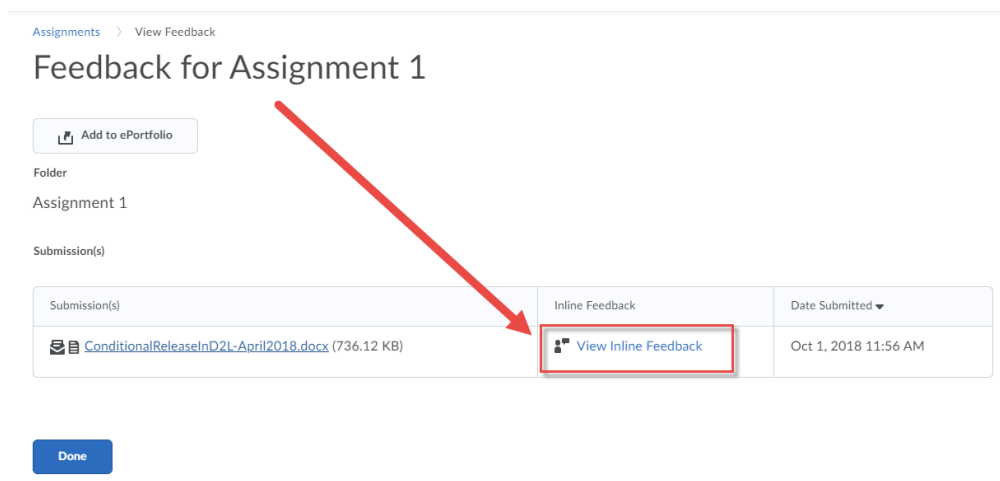
- Click **Save Draft** if you need to go back to finish annotations (or if you will be marking several students and want to publish all feedback at once). Finish grading the assignment as you normally would, adding the **Score**, or using a **Rubric**, then click **Publish** to publish the annotated feedback to students.



Students can download annotated feedback file as a PDF (would have to actually rewrite the file if they were submitting a rewrite, not just accept changes).

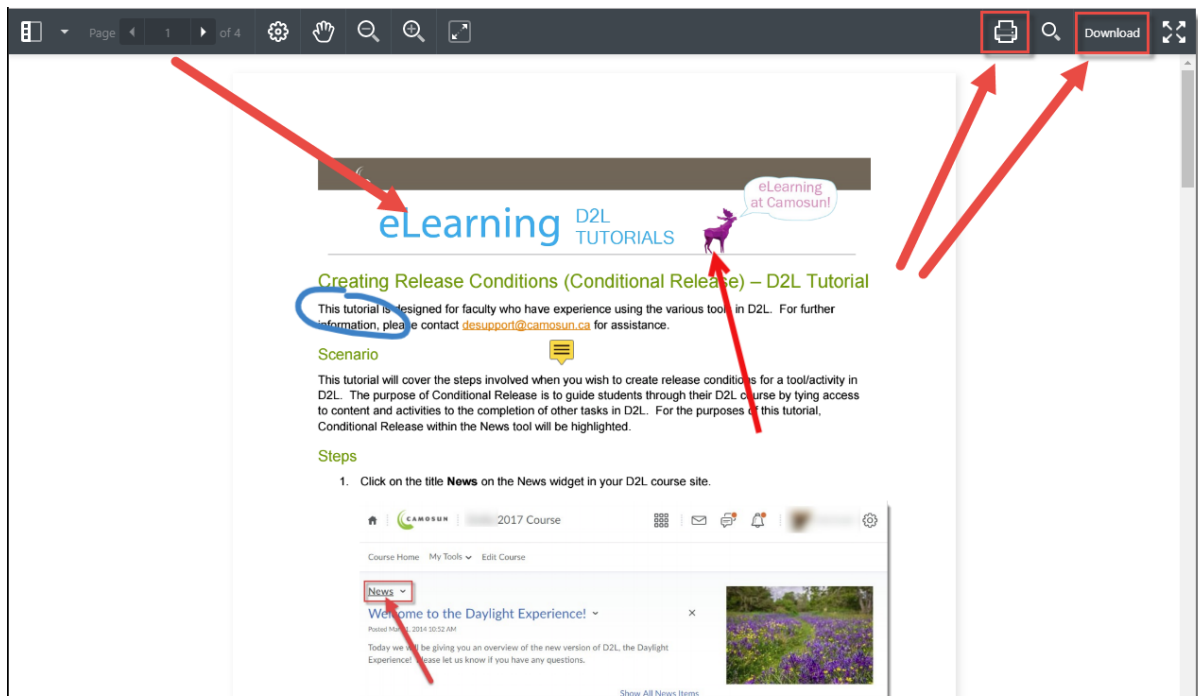
Here's what the annotated file looks like to a student (once they have gone to the **Assignments** tool and clicked the **Feedback: Unread** link:

- Students click **View Inline Feedback**.



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2. Students can view the feedback, and **Print** or **Download** it (it will save as a PDF file).



Things to Remember

Note: Students can download the files you create using the Annotation tool as PDFs, but the annotations will render as images and therefore cannot be read by screen readers. You will, therefore, need to provide alternative formats for feedback (such as track changes/commenting on a WORD document) for students requiring screen readers to access course content and digital documents.

Re students using screen readers to access online content: The images placed on documents using the annotation tool are NOT tagged, therefore screen readers DO NOT read them. We advise that you not use the annotation tool for submissions from students who require screen reader technology to access their online course content.



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