

Moodle: Grade assignments with Annotate PDF

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Instructors can now provide detailed feedback on assignment submissions without downloading them by using the Annotate PDF tool. This feature allows instructors to leave digital comments on students' work.

Before you start, you will need access to the following:

- An **Instructor of record**, **Other editing teacher**, or **Non-editing teacher** role in a Bryn Mawr Moodle course

Enable annotate PDF for an assignment

1. Click the **Edit mode** toggle button in your course (if it isn't already on).
2. Click **+Add an activity or resource** in the course section where you wish for your assignment to appear.
3. From the list of activities, select **Assignment**.
4. On the **Settings** page, edit the following features in the **Submission Types** menu:
 - Check the **File Submissions** box (required).
 - Set **Maximum number of uploaded files** to 1 (recommended).
 - Type .pdf in the **Accepted file types** box (recommended).

▼ Submission types

Submission types

☐ Online text ⓘ ☒ File submissions ⓘ

Maximum number of uploaded files ⓘ

1 ⓘ

Maximum submission size ⓘ

100 MB ⓘ

Accepted file types ⓘ

No selection

5. Under **Feedback Types**, check **Feedback Comments** and **Annotate PDF**.

▼ Feedback types

Feedback types

☒ Feedback comments ⓘ ☒ Annotate PDF ⓘ ☐ Offline grading worksheet ⓘ

☒ Feedback files ⓘ

Comment inline ⓘ

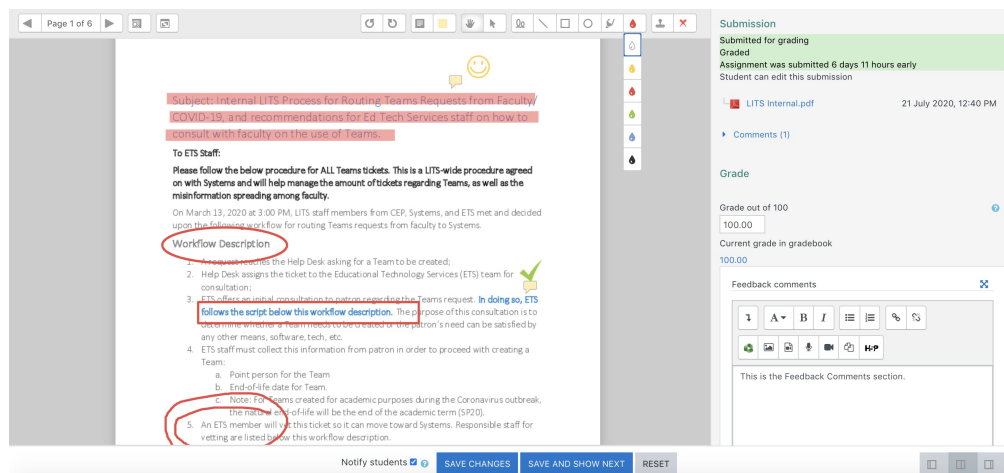
No ⓘ

6. Adjust the remaining settings as needed, then click **Save and Display** or **Save and return to course**.

To enable this feature on an existing Assignment, click the Assignment name and go to the **Settings** page. From there, proceed through steps #4-7.

Mark with annotate PDF

1. Open the assignment in your Moodle course page for which Annotate PDF has been enabled.
2. On the **Assignment** page, click **Grade**.
3. Submissions will open one at a time in an annotation window.

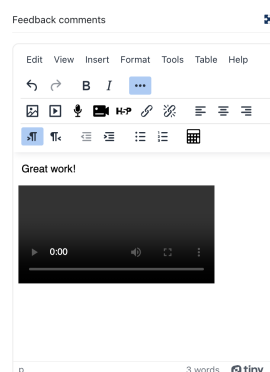


Note: Instructors can highlight, write, type, add stamps, and post notes in a PDF documents submitted by students when Annotate PDF is enabled. Instructors can do this on a computer, iPad, or other tablet.

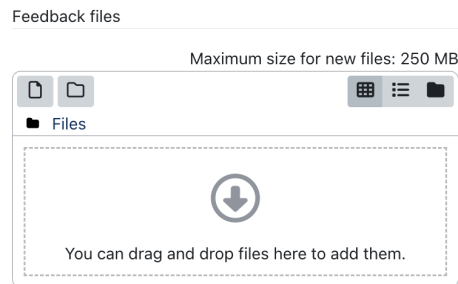
4. Select a tool from the annotation toolbar to mark the submission.



5. Enter the **Grade** and any overall **Feedback Comments**. A part of your written feedback, you can add files, links, short audio (microphone button), or video clips (camera button).



6. Attach any files you want to add to your comments through the **Feedback files** menu.



7. Click **Save Changes** to save as you go or **Save and Show Next** when you are finished with a submission and are ready to proceed to the next one.
8. To download a copy of any student's annotated submission, return to the **Assignment** page and find the **Annotate PDF** column. Pick the PDF you want to download and click its title. The PDF will download to your computer.

Ensure students submit good PDF's

The Annotate PDF feature only works with PDF files. If students submit files in other formats, Moodle will try to turn them into PDF's, but these conversions are unreliable. For best results, have your students save their assignments as PDF's before submission. You can also *force* students to submit assignments as PDF's as part of the assignment settings.

Note: Some students may not know how to save, export, or print files as PDF's. Add a link to [Save a File as a PDF](#) to your Moodle course page or assignment instructions to help.

If your students need to submit handwritten work, make them aware of the following:

- On-campus students can scan documents as PDF's using the Canon multifunction copiers.
- Free smartphone scanning apps allow students to create multi-page PDF documents using the phone's camera. See [Office Lens: Scan papers or documents with your smartphone](#) for more information.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#)

Email: help@brynmawr.edu | [Service catalog](#)

Location: Canaday Library 1st floor

