

Annotate an Assignment

Quick Summary

Instructors can annotate student Assignment submissions using the Annotation toolbar. The Annotation toolbar will appear at the top of the page when you view a submission. Annotations allow you to provide markup student work providing contextual feedback and detailed comments. The Annotation tool offers highlighting, striking through, underlining, and freehand drawing.

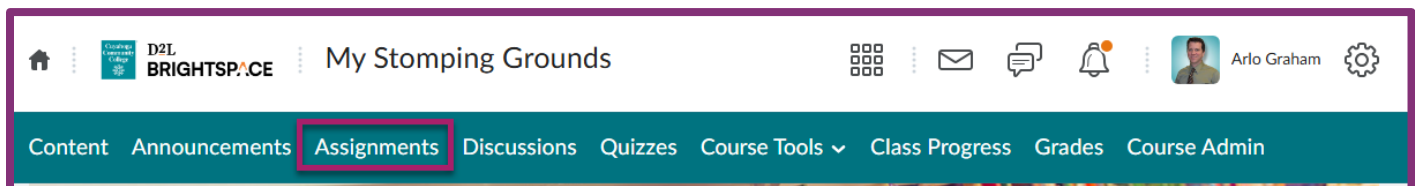
- [Part 1: Navigate to and View an Assignment Submission](#)
- [Part 2: Use the Annotation Tools](#)
- [Part 3: Student View of Annotated Feedback](#)

Video

A video tutorial titled “[Annotation Tool in Brightspace](#)” is available that demonstrates how to use the Annotate tool to markup your students’ submissions and how your students can access and view the marked up version of their submissions.

Part 1: Navigate to and View an Assignment Submission

Step 1: Navigate to the Assignments page.



Step 2: Select the Assignment you want to view and annotate.

<input type="checkbox"/>	Assignment	New Submissions	Completed	Evaluated	Feedback Published
	No Category				
<input type="checkbox"/>	First Review ▼ 🔍 🔒		0/2	0/2	0/2
<input type="checkbox"/>	TurnIn Assignment 1 ▼ 🔒		0/2	0/2	0/2
<input type="checkbox"/>	In Class ▼ 🔒		1/2	1/2	1/2
<input type="checkbox"/>	Annotation Sample ▼ 🔒		1/2	1/2	1/2

Step 3: Select the Submission you want to view and annotate.

		Download	Email	Mark as Read	Mark as Unread	Delete	Publish Feedback	
<input type="checkbox"/>	Last Name ▲ First Name						Submission Date	Delete
<input type="checkbox"/>	Brown, Emmett							Go to Evaluation
<input type="checkbox"/>	Parker, Jennifer							Go to Evaluation Published - Feedback Read
<input checked="" type="checkbox"/>	FYE Gen1070 Course Assignment Resources.pdf (174.69 KB)						Dec 18, 2024 2:47 PM	
<input type="checkbox"/>	Access Request Form.pdf (735.89 KB) I uploaded my file.						Dec 18, 2024 2:44 PM	

Step 4: View the Submission.

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FYE Gen1070 Course Assignment Resources

Quick Summary

The FYE Gen 1070 Training and Curriculum Committee has worked with the Instructional design team to create a Gen 1070 Course Package in Brightspace that reflects the official course curriculum. Please download the course package and import it into a Brightspace Sandbox that you request.

Once you import the course package, you are ready to make the Brightspace course site your own by introducing yourself, uploading your syllabus, and editing the assignments by doing the following:

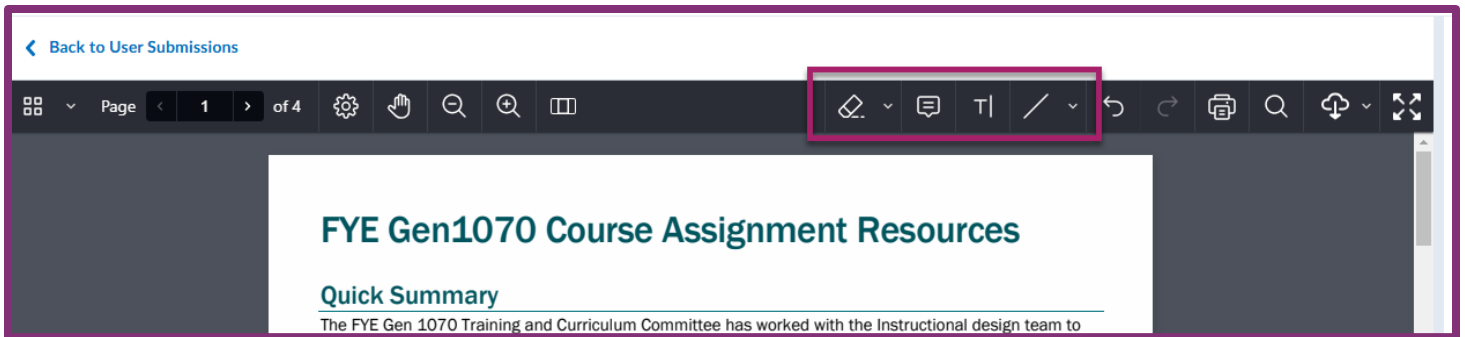
- Change Visibility of desired Assignments
- Add Assignment Point Values
- Add Assignments to the Grade Book

Assignment Information

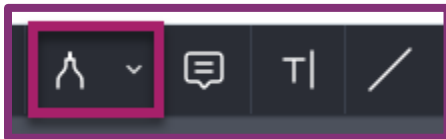
The following assignments are mandatory for FYE:

Part 2: Use the Annotation Tools

Step 1: Select a tool from the Annotation section of the Tool Bar and annotate.

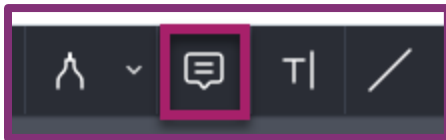


Pen Tool



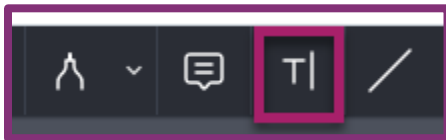
The Pen Tool includes tools for Drawing, Freeform Highlighting, Text Highlighting, and the Eraser. It allows you to write anywhere on the submission file.

Note Tool



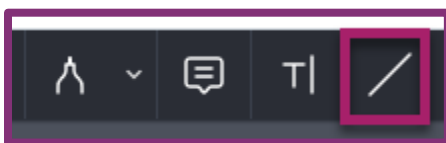
The Note Tool allows you to add a collapsible note anywhere on the submission file. This tool will add a small Note icon on the file at your selected position.

Text Tool



The Text Tool adds a textbox anywhere in the submission.

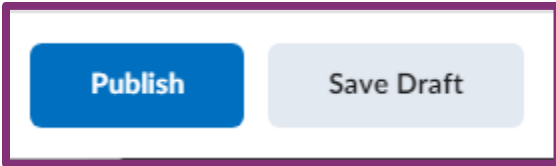
Line Tool



The Line Tools includes tools for Arrows and Rectangles. These can be placed anywhere on the submission file.

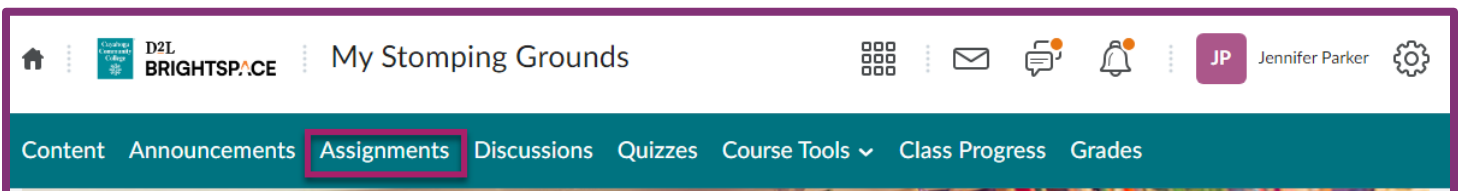
Step 2: Select Publish or Save Draft.

If you are finished annotating and grading the submission, select “Publish”. This will make your annotations, feedback, and grade visible to the student. If you need to continue working later and don’t want the student to see the annotations, feedback, or grade, select “Save Draft”.

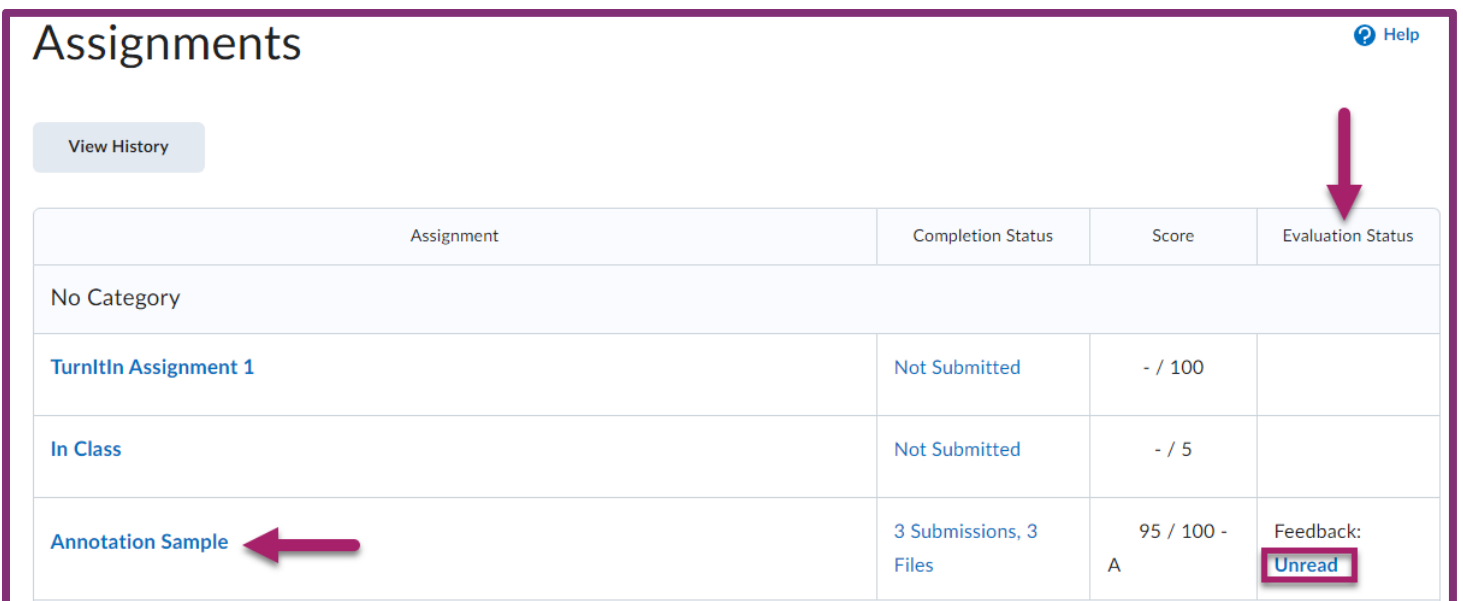


Part 3: Student View of Annotated Feedback



Step 1: Navigate to the Assignments page.



Step 2: Find the Assignment and select the link in the Evaluation Status column.



Step 3: Select View Inline Feedback.

Submission ID	Submission(s)	Inline Feedback	Date Submitted ▾
122223	 FYE_Gen1070_Course_Assignment_Resources.pdf (174.69 KB)	 View Inline Feedback	Dec 18, 2024 4:18 PM

Step 4: View the Annotated Submission.

FYE Gen1070 Course Assignment Resources

Quick Summary

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[Assignment Information](#) ← Check your formatting

Need Help?

If you need help annotating assignment submission in your Brightspace course, please contact the [Help Desk](#). For other Brightspace questions, please review the [Faculty Support Flow Chart](#) to ensure you contact the correct person or department.