

Grading assignments - annotating student-submission PDF files

One of the features of Course Site 2.7+ is the ability for instructors to annotate PDF files that students submit for assignments. This annotation can be done from right within Course Site.

Setting up your assignment

By default, under *Submission types*, **File submissions** should already be checked. If not, simply check it.

▼ Submission types

Submission types Online text **File submissions** ?

Word limit ? Enable



Maximum number of uploaded files

Launching the PDF annotation editor

When you are logged in to your Course Site course, click on the assignment you want to grade. You will see the list of submissions, as you usually do. Please note that this annotation feature only works with PDF files, so you may want to instruct your students to only submit PDF files if you want to use this feature for all submissions. Once you verify the student's submitted file is a PDF, click **Edit**, and select **Update grade** from the drop down that appears.

Week 1 Problem Set

Grading action

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	File submissions
<input type="checkbox"/>		Roberta Deily	rjd0@lehigh.edu	Submitted for grading Graded	100.00 (100.00 %)	Edit ▼ Update grade Prevent submission changes Grant extension	Thursday, ...	 Sample_presentation.pdf to portfolio

On the next screen that appears, scroll down to the *Grade* section. Within that section, typically just below *Feedback comments*, you should see *Annotate PDF*. Click the **Launch PDF editor...** button to open the PDF editor and begin annotating the file.

Grade

Grade out of 100 

100.00

Current grade in gradebook

100.00 (100.00 %)

Grading student

1 out of 3

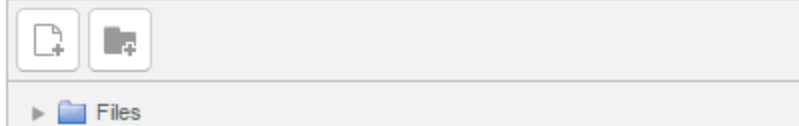
Feedback comments



Annotate PDF 

Launch PDF editor...

Feedback files



After you are finished annotating

Once you are complete and save the file, your annotated version of their submission will show up on the assignment submission listing under the *Annotate PDF* column.