

# Annotating a PDF in Moodle (Assignment Feedback)

Moodle offers Instructors the ability to mark-up or annotate a pdf submitted by a student. No downloading and uploading is required. Changes are saved and visible by the student when she logs in to view her grade.

## Step-by-step guide

1) Turn editing On> Add an Activity>Assignment

Name it

Describe it

Allow submissions

Submission types > check File submissions

Feedback types > check Feedback comments and check Feedback files

Save and Return to Course

The screenshot shows the Moodle Assignment configuration interface. It is divided into two main sections: "Submission types" and "Feedback types".

**Submission types section:**

- Submission types:  Online text  File submissions
- Maximum number of uploaded files: 1
- Maximum submission size: Site upload limit (200MB)

**Feedback types section:**

- Feedback types:  Feedback comments  Feedback files  Offline grading worksheet

Black arrows point to the "Submission types" and "Feedback types" section headers.

2) View/Grade all submissions

Click on the assignment name.

Click on View/grade all submissions.

**NAVIGATION**

- My home
- Site home
- Site pages
- My profile
- Current course
  - LPSW\_Test
    - Participants
    - Badges
    - Welcome to my Moodle Sandbox
    - Assignment Feedback
    - Homework #1
    - Homework #2**
    - Shift Sign Ups
    - Homeworks & Assignments
    - Turn It In Assignments

## Homework #2

Describe it.

### Grading summary

Participants	16
Submitted	1
Needs grading	1
Due date	Monday, 23 February 2015, 12:00 AM
Time remaining	6 days 8 hours

 [View/grade all submissions](#)

In the Grade column for the student you are grading, scroll over to select the little Pencil shape in the Grade category.

## Homework #2

Grading action

Choose...

Visible groups All participants

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Page: 1 2 (Next)

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Last modified
<input type="checkbox"/>		Joshua Fiske	jfiske@clarkson.edu	No submission	-		-		-
<input type="checkbox"/>		Brian Huntley	bhuntley@clarkson.edu	No submission	-		-		-
<input type="checkbox"/>		Michael Knaebel	knaebem@clarkson.edu	No submission	-		-		-
<input type="checkbox"/>		Bill Karis	karis@clarkson.edu	No submission	-		-		-
<input type="checkbox"/>		Kurt Besaw	kbesaw@clarkson.edu	No submission	-		-		-
<input type="checkbox"/>		Angel Demo	ademo@clarkson.edu	No submission	-		-		-
<input type="checkbox"/>		Brenda Kozsan	kozsanbd@clarkson.edu	No submission	-		-		-
<input type="checkbox"/>		Sheila McCarthy	smccarth@clarkson.edu	No submission	-		-		-
<input type="checkbox"/>		Laura Perry	lperry@clarkson.edu	Submitted for grading	-		Monday, 16 February 2015, 3:27 PM	GradSchoolNextPoster.pdf	-
<input type="checkbox"/>		Marisa Prior	priorma@clarkson.edu	No submission	-		-		-

Scroll down until you see 'Launch PDF Editor' under Feedback Comments.

## Feedback comments

Paragraph **B** *I* [List icons] [Link icon] [Unlink icon] [Image icon]

Path: p

Annotate PDF ? **Launch PDF editor...**

Once annotations are complete, close the PDF Editor by clicking the X in the upper right hand corner.

Make any desired feedback comments and grade updates.

Click Save changes or Save and show next to save changes to the PDF and grading screen.

### 3) To view annotations, Students go into view Grades

Scroll to desired assignment, click on that item, scroll to Feedback and click to view annotated PDF.

#### Feedback

Annotate PDF

Laura Perry\_979402\_0.pdf

View annotated PDF...

#### More info:

'Assignment settings in Moodle' [https://docs.moodle.org/26/en/Assignment\\_settings](https://docs.moodle.org/26/en/Assignment_settings)

Youtube: Annotating pdf's in Moodle <http://youtu.be/MgsA-9qMBdY>



## Related articles

- [Quiz: Creating A Quiz Shell](#)
- [Quiz: Grading by Question](#)
- [Poll Everywhere - Start Up For Instructors](#)
- [Poll Everywhere - Creating Polls](#)
- [Poll Everywhere - Presenting Poll in Class](#)