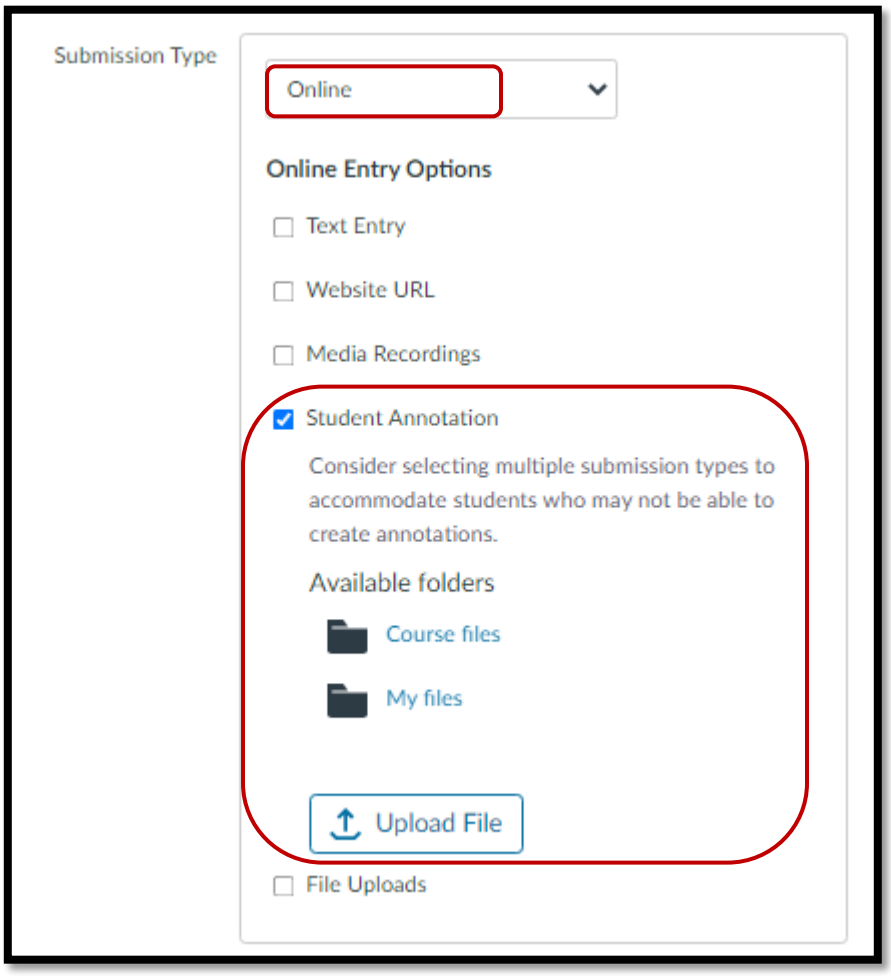
ASSIGNMENT ANNOTATION TOOL

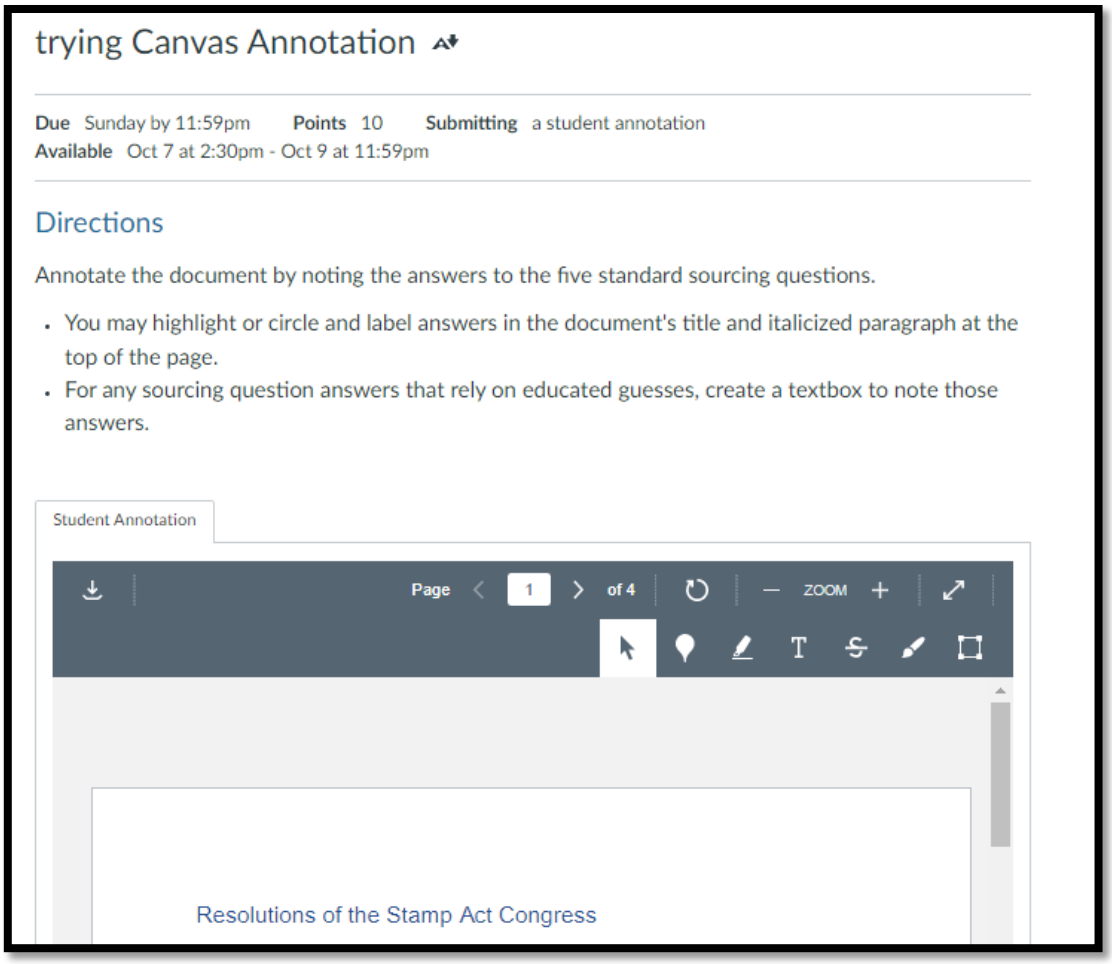
UPDATED: NOVEMBER 2022

CREATING THE ASSIGNMENT

1. Create a new assignment or use an existing assignment.
2. The submission type must be **Online**.
3. Among the *Online* entry options provided, click the box next to **Student Annotations**.
4. After selecting *Student Annotation*, you are presented with options to select or upload a file. If the file is one you have already uploaded to Canvas, you will choose the **Course Files** folder.



5. Locate or upload the file you wish to have the students annotate.
6. You will only see the file in your view, but students will see the following:


trying Canvas Annotation
Due Sunday by 11:59pm Points 10 Submitting a student annotation
Available Oct 7 at 2:30pm - Oct 9 at 11:59pm
Directions
Annotate the document by noting the answers to the five standard sourcing questions.
You may highlight or circle and label answers in the document's title and italicized paragraph at the top of the page.
For any sourcing question answers that rely on educated guesses, create a textbox to note those answers.
Student Annotation
Page 1 of 4
ZOOM
Resolutions of the Stamp Act Congress

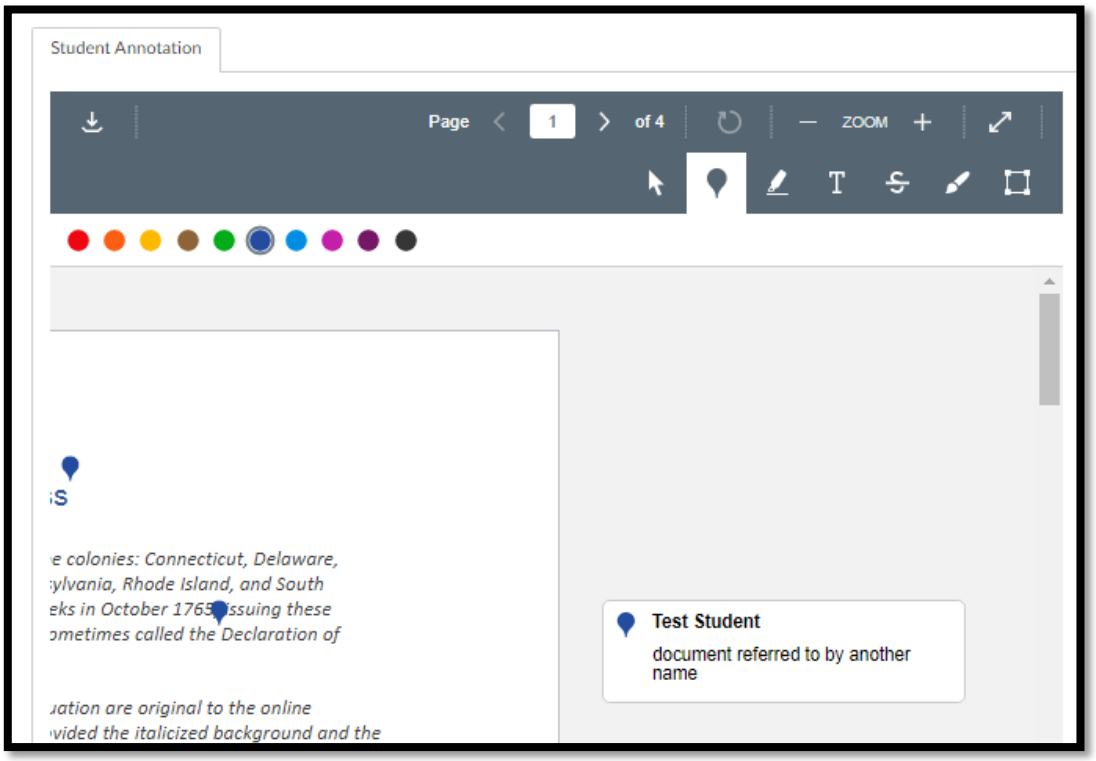
USING THE ANNOTATION TOOLS

1. There are seven tools on the annotation toolbar.

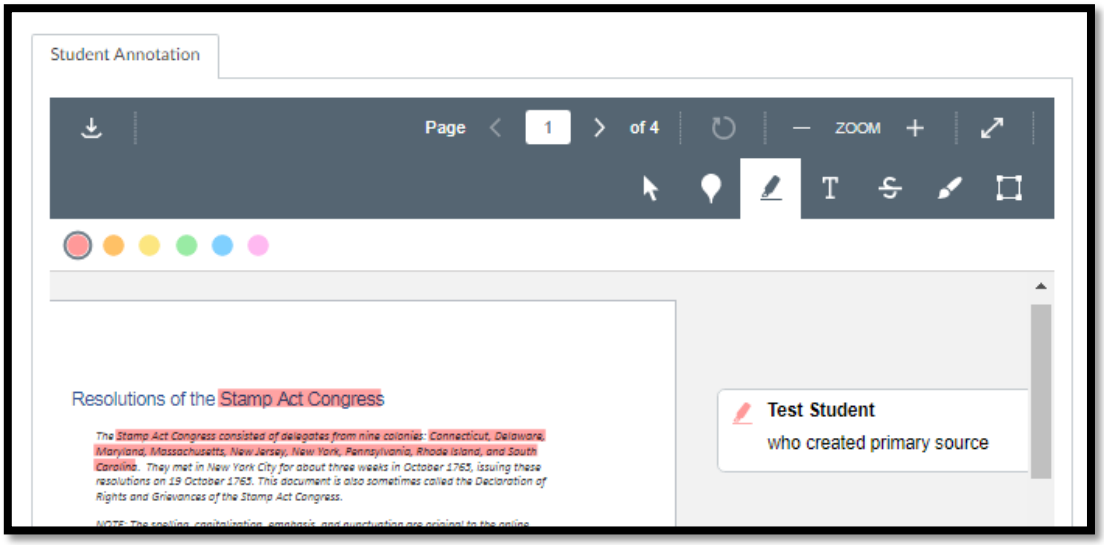
   a. **Selection** – for navigating the document and selecting text.
   b. **Point annotation** – for inserting a small balloon point anywhere in the document
      i. Ten color choices for balloon point
      ii. Option of adding an accompanying comment
   c. **Highlight annotation**—for highlighting text
      i. Six color choices for highlight
      ii. Option of adding an accompanying comment
   d. **Freetext annotation**—for inserting a textbox, outlined in gray, with typed text inside, anywhere in document
      i. Ten color choices for text
      ii. Choice of three text sizes (small, medium, large) for what appears to be Arial or Calibri
      iii. Option of making textbox framed in white solid block or "see-through" if placed on top of document text
   e. **Strikeout annotation**—for drawing line through document text
      i. Ten color choices for strikeout line
      ii. Option of adding an accompanying comment
   f. **Free draw annotation**—for drawing anywhere on document
      i. Ten color choices for drawing line
      ii. Choice of three drawing-line thicknesses (thin, medium, thick)
      iii. Option of adding an accompanying comment
   g. **Area annotation**—for placing a box anywhere in document
      i. Ten color choices for box outline
      ii. Option of adding an accompanying comment

Illustrations of each tool appear on the following pages.

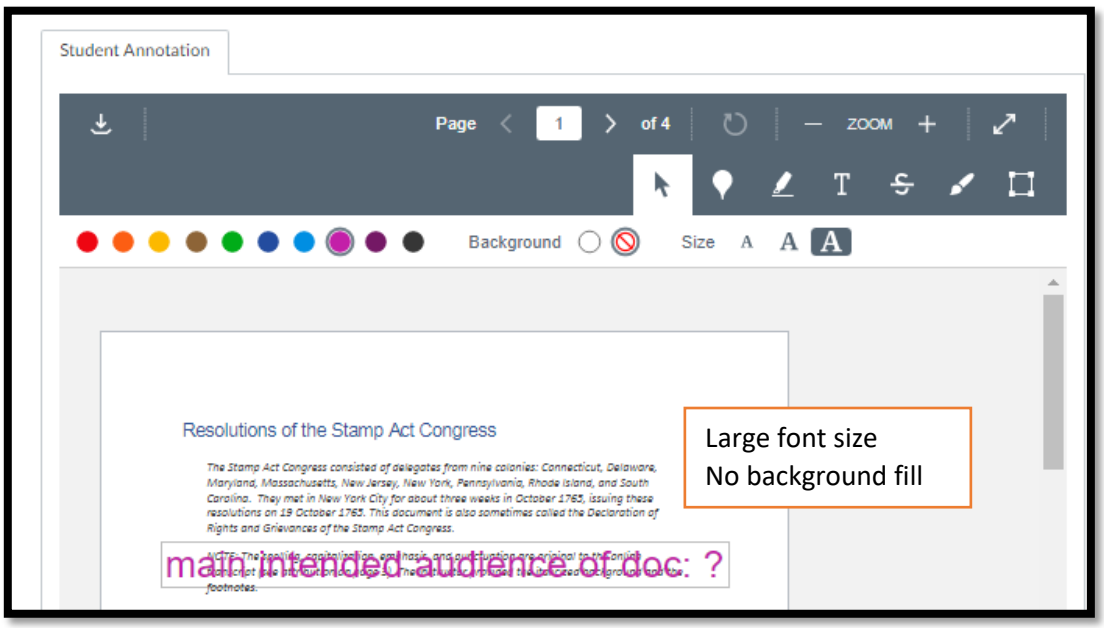
POINT ANNOTATION



HIGHLIGHT ANNOTATION

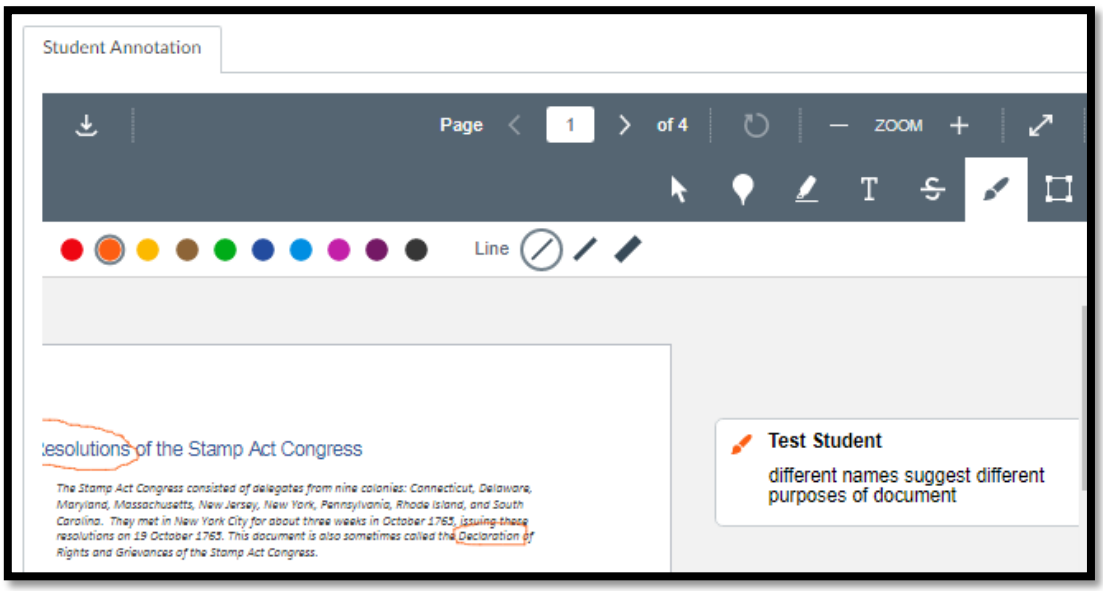


FREETEXT ANNOTATION



STRIKEOUT ANNOTATION

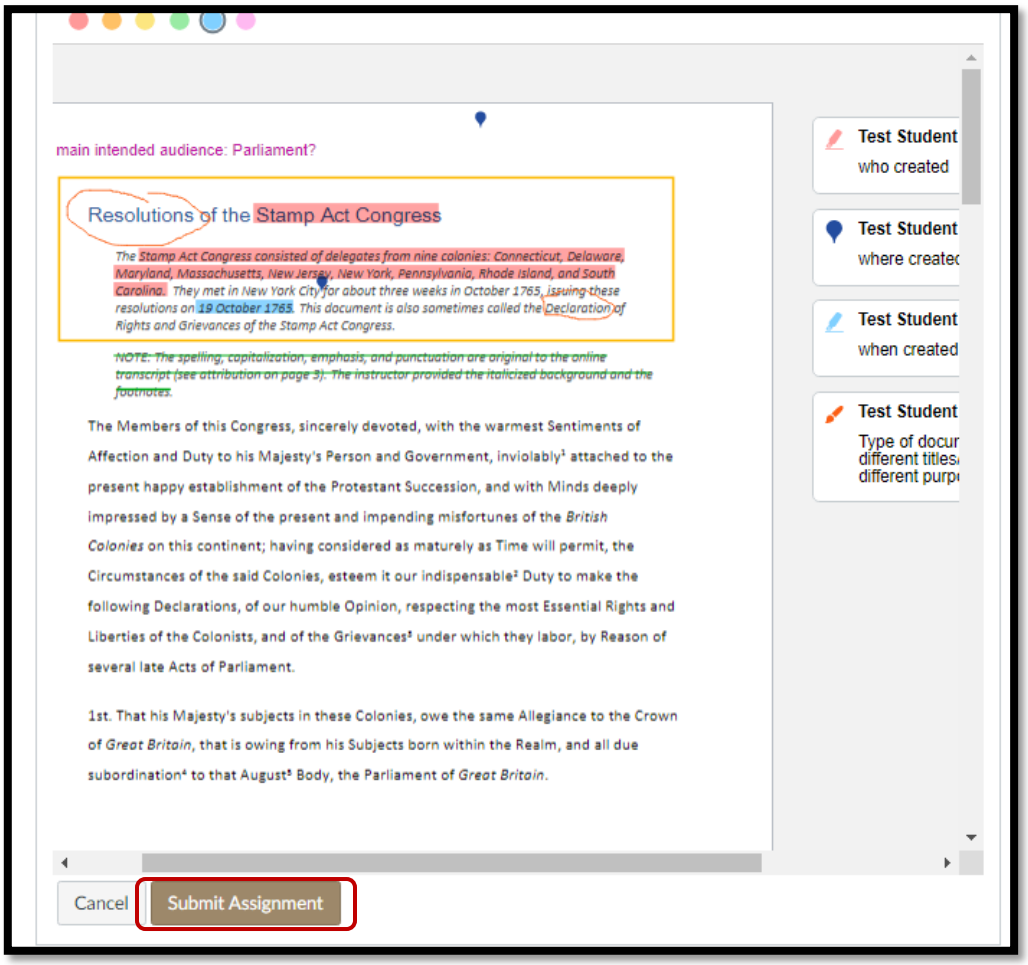
FREE DRAW ANNOTATION

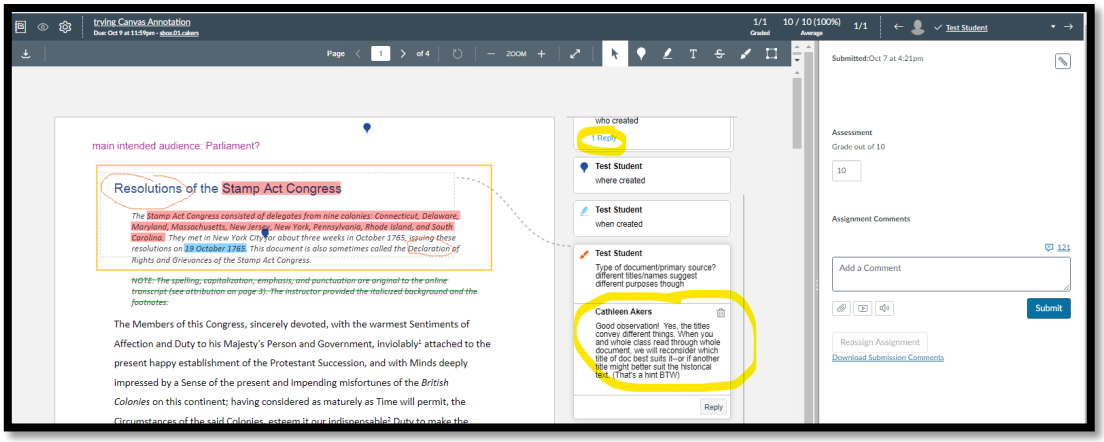


AREA ANNOTATION

SUBMITTING AN ANNOTATED ASSIGNMENT

1. When the student has made their annotation, they can submit the assignment using the **Submit Assignment** button in Canvas.



VIEWING ANNOTATIONS IN SPEEDGRADER

1. The instructor can reply to individual annotation comments left by a student.