

# **Moodle Marking Bliss**

## **Using** **Annotate PDF** **in Moodle**

Norquest College

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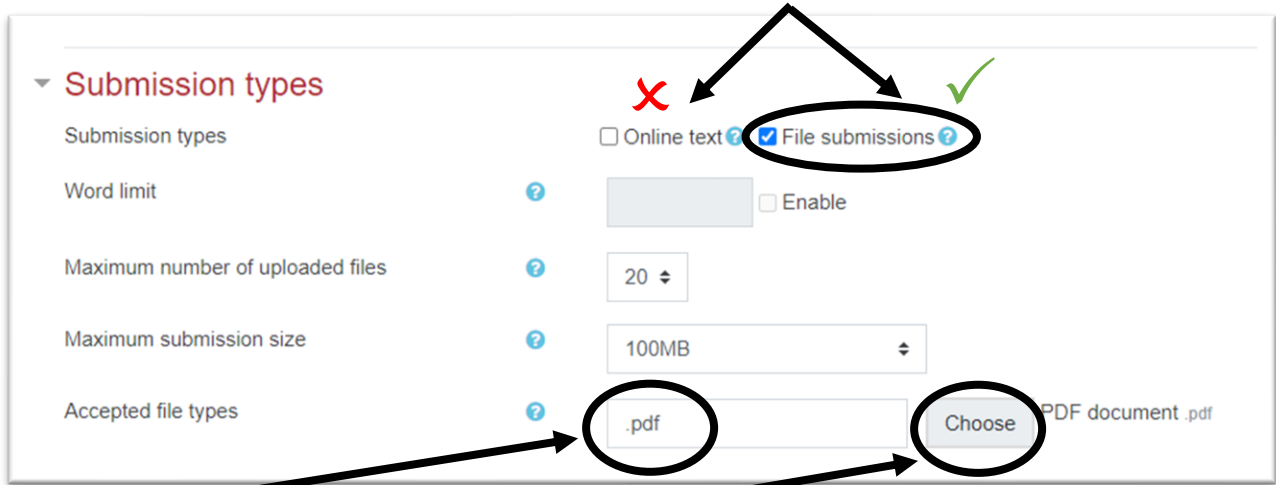
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# Using Annotate PDF to Speed – and Improve - Marking Written Work

This handout assumes you know how to create a writing assignment in Moodle.

## 1. When Creating your Assignment:

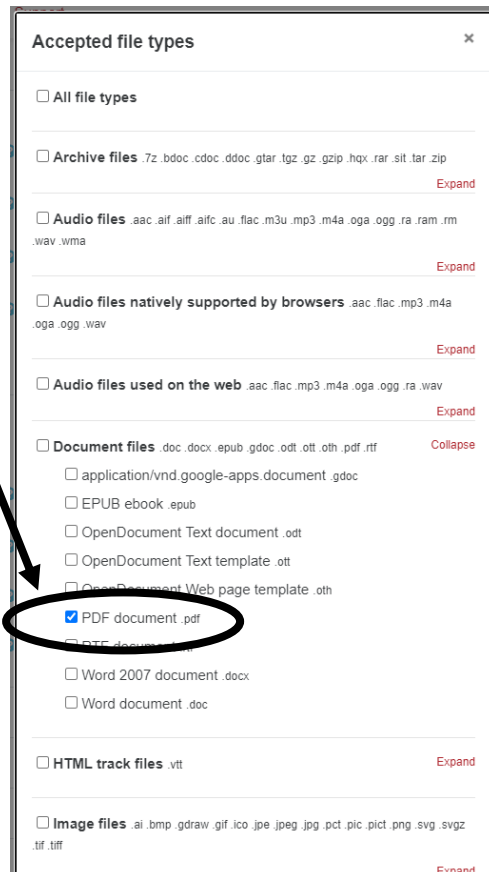
- In the **Submission Types** section, select "File Submissions"
  - To prevent students from typing directly into Moodle, de-select "Online text." (Work submitted this way cannot be marked in Annotate PDF.)



Clicking here opens this menu.

Select "PDF" then "Save Changes" at the bottom of this menu (not shown on this handout).

When you're done, it will say ".pdf" here.



In the **Feedback Types** section, select "Annotate PDF." Also choosing "Feedback Comments" will provide you with a separate area to make comments on the written assignment. (Recommended, but not necessary.)



## 2. When Assigning Work to your Class:

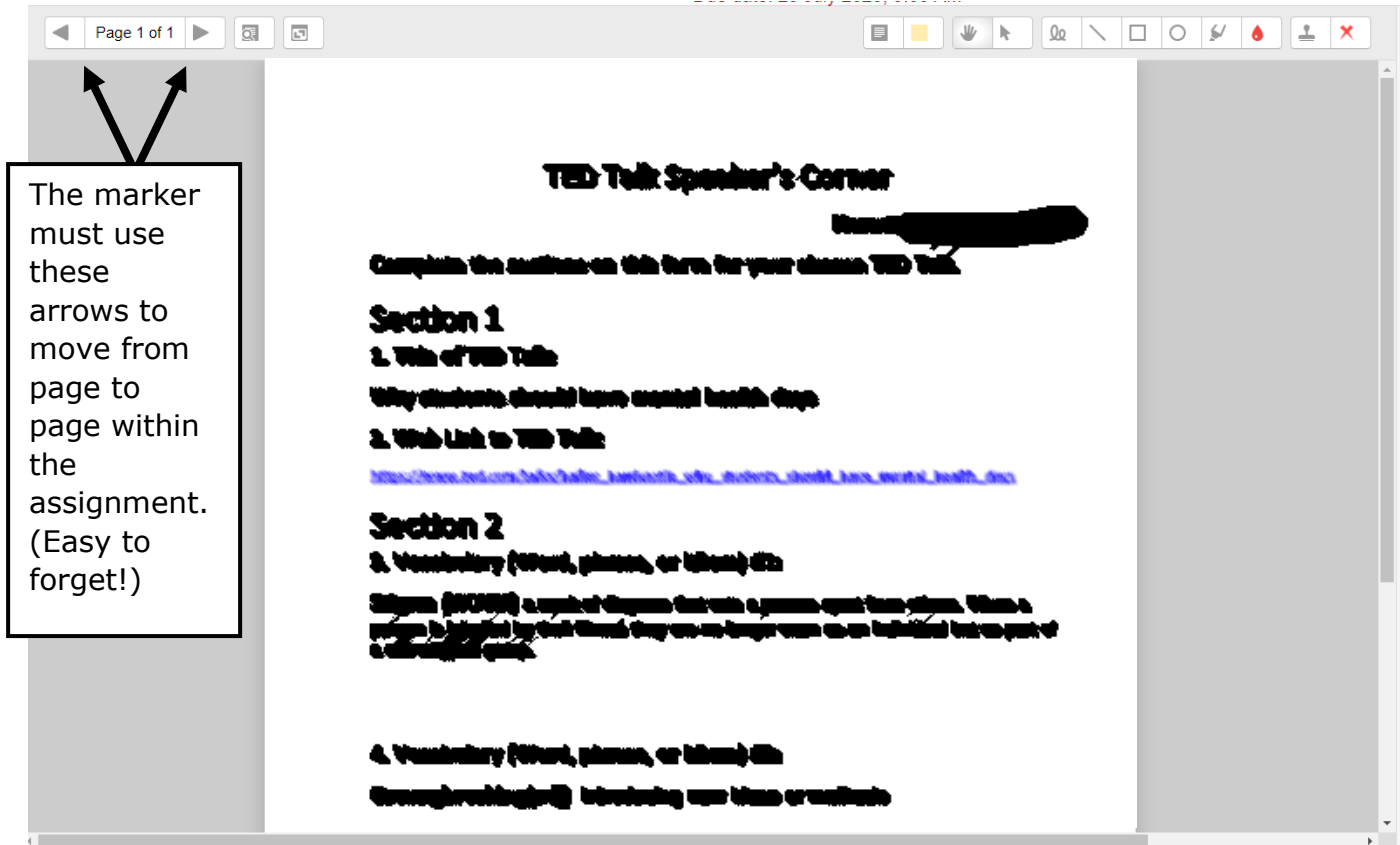
For the sake of legibility, require students to:

- **Double** space (1.5 spacing is probably not enough)
- Use **14**-point font (recommendation: **Verdana**, which is a *large sans serif font*)
- Submit all work through Moodle in PDF format (with the settings described above applied, no other document format will be accepted by Moodle)

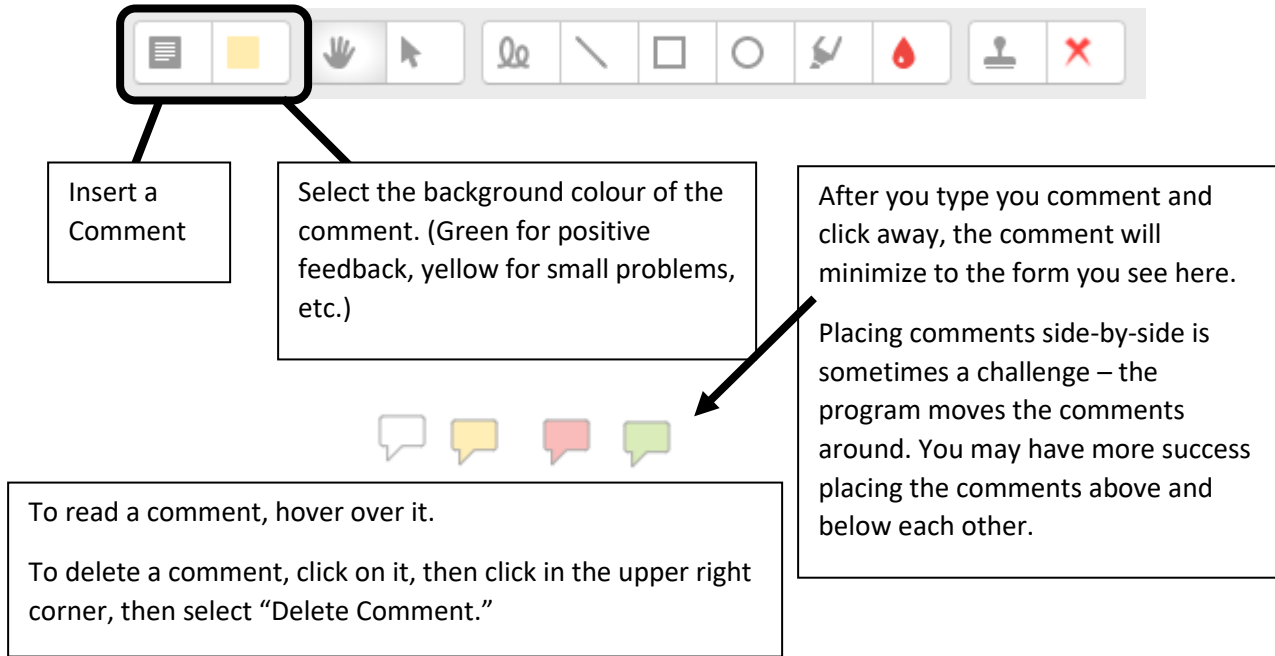
*Forgetting to give these instructions to your students will create difficulties marking up their work!*

## 3. When Marking in Annotate PDF:

In essence, Annotate PDF is a weaker version of Word's "Review" features, but with a few quirks...maybe more than a few.



### Annotate PDF Menu:



The image shows a toolbar for the Annotate PDF menu. A box highlights the 'Insert a Comment' icon (a document with lines) and the 'Select the background colour of the comment' icon (a yellow square). Below the toolbar, four comment icons are shown: white, yellow, red, and green. A box explains that after typing a comment and clicking away, it will minimize to the form shown. Another box notes that placing comments side-by-side is challenging as the program moves them around, suggesting placing them above and below each other. A third box provides instructions on how to read and delete comments.

Insert a Comment

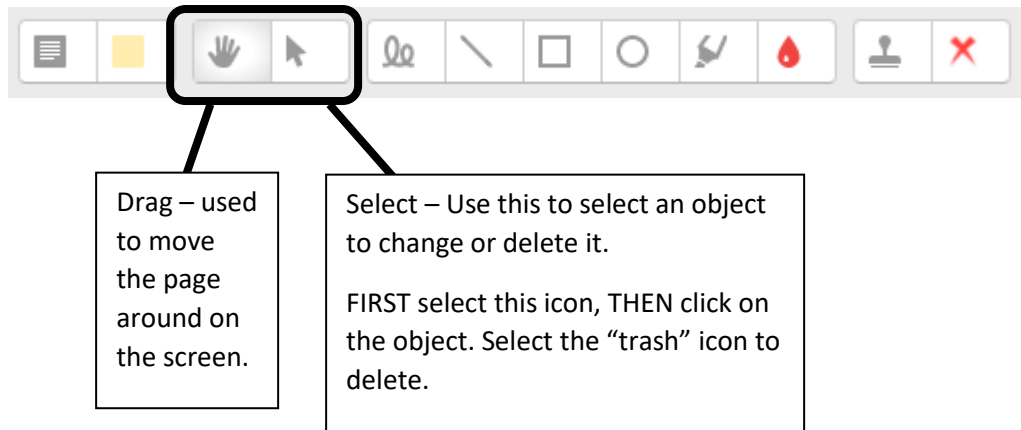
Select the background colour of the comment. (Green for positive feedback, yellow for small problems, etc.)

After you type you comment and click away, the comment will minimize to the form you see here.

Placing comments side-by-side is sometimes a challenge – the program moves the comments around. You may have more success placing the comments above and below each other.

To read a comment, hover over it.

To delete a comment, click on it, then click in the upper right corner, then select “Delete Comment.”

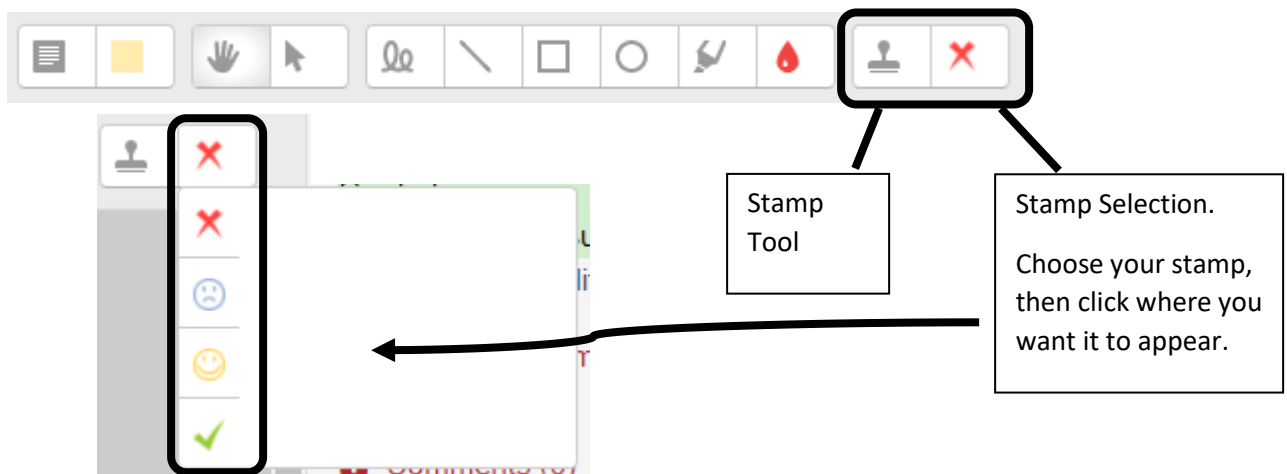
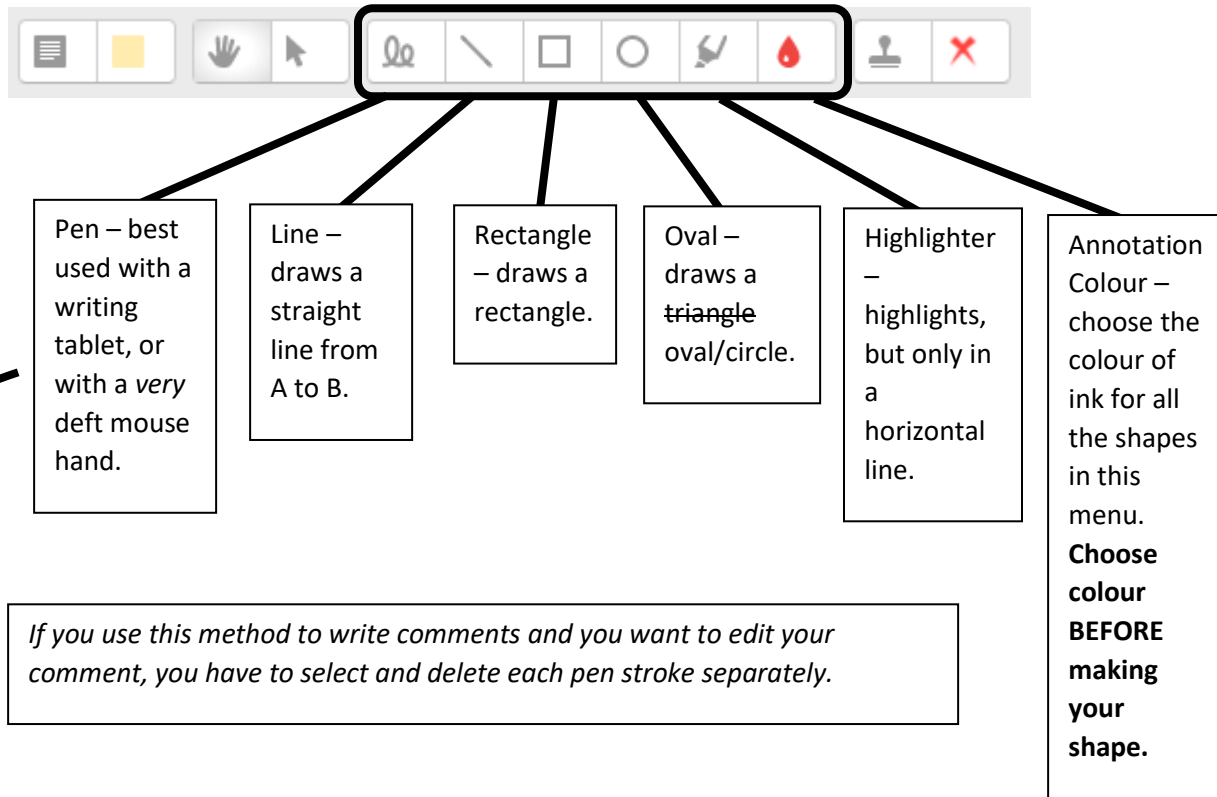


The image shows a toolbar for the Annotate PDF menu. A box highlights the 'Drag' icon (a hand) and the 'Select' icon (a mouse cursor). Below the toolbar, two callout boxes provide instructions for these tools.

Drag – used to move the page around on the screen.

Select – Use this to select an object to change or delete it.

FIRST select this icon, THEN click on the object. Select the “trash” icon to delete.



**Two Pieces of Advice and one Comforting Thought:**

- I strongly urge you do assign a practice assignment before using this functionality for real; it's a bit quirky, and it's best for both students and teachers to have a dry run before any real marks are on the line.
- Used in combination with the Moodle gradebook and either the Rubric or Marking Guide functionality, your grading efficiency can be *greatly* improved. It really is worth it to invest the time to learn about these features!
- Moodle will save a separate version of the document after you add your comments; the student's original work remains unaffected.

Questions or concerns? [Jeff.Conquest@Norquest.ca](mailto:Jeff.Conquest@Norquest.ca)