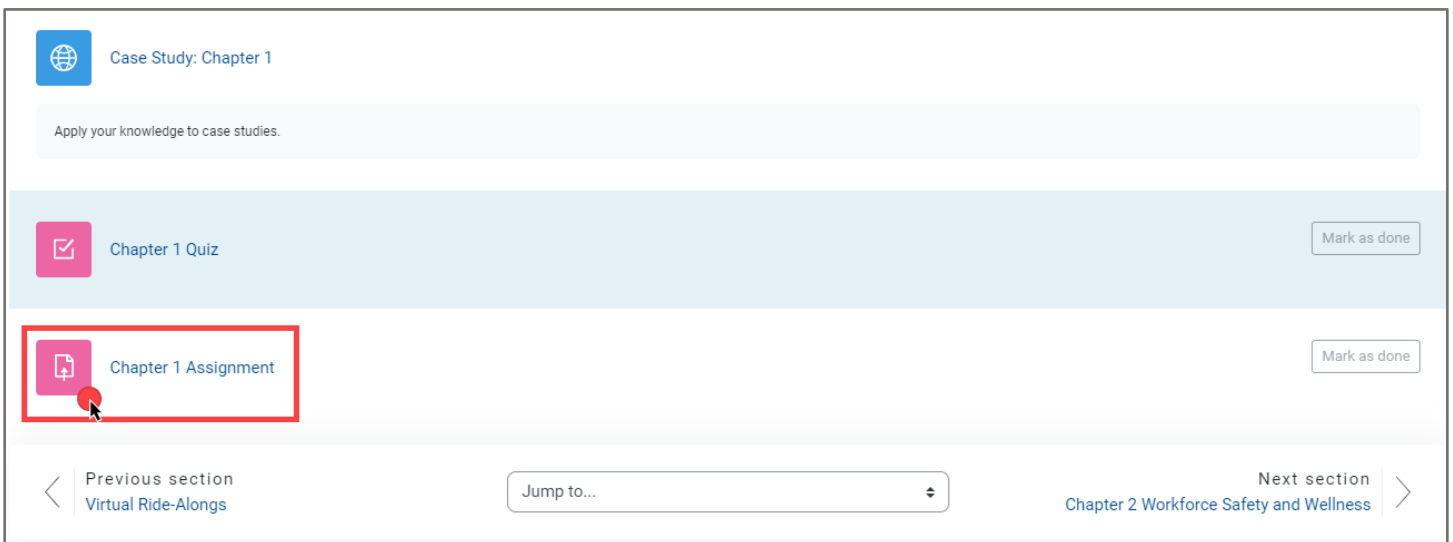# How to Grade Assignments with the Annotation Tool

*These instructions explain how to use Navigate's assignment PDF annotation tool for marking-up and grading students' file submissions. Note, this tool is compatible with PDF file formats only. You may force your students to submit PDFs by applying this requirement in the **Accepted file types** field under the **Submission types section** in the assignment settings. The walkthrough below starts with explaining how to toggle on the **Annotate PDF** option in the **Feedback types** field in the assignment settings, in case you didn't do it while setting up the Assignment for initial deployment to students.*

1. Start by navigating to and clicking on the Assignment you wish to grade.

2. Next, click **Settings** at the top of the Assignment page.

3. Scroll down and expand the **Feedback types** field. Then check the box next to **Annotate PDF** if unchecked.
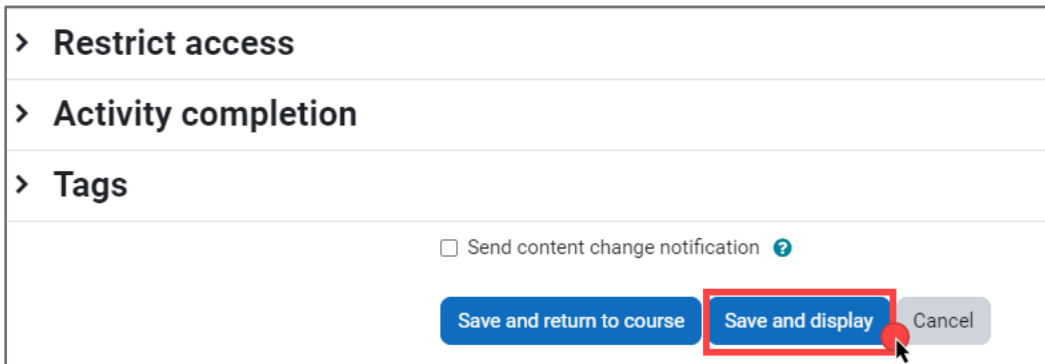
4. Once that's done, click **Save and Display** to return to the Assignment page.

5. On the Assignment page, click the **View all Submissions** button.

6. Refer to the "Status" column to see which students have submitted their assignment for grading. Then click the **Grade** button under the "Grade" column for the submission you would like to review.

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	File submissions
☐	MO	Mesut Ozil	mozil@ascendlearning.com	No submission	Grade / 100.00	Edit ⌄	-	
☐	SC	Santi Carzola	scarzola@ascendlearning.com	Submitted for grading	Grade / 100.00	Edit ⌄	Thursday, 27 July 2023, 9:47 AM	📄 Santi Carzola.pdf 27 July 2023, 9:47

7. The student's PDF submission is displayed centrally, along with an annotation toolbar across the top of the page, and a grading and comments panel to the right.

Course: Navigate Premier Access for Emergency Care and …
Assignment: Midterm Paper ⚙
View all submissions

Mikel Arteta

Due date: 9 August 2023, 12:00 AM

◀ Change user ▼ ▶
1 of 2 ▼ Reset table preferences

◀ Page 1 of 1 ▶ 🔍 ⤢   ↻ ↺   📄 🟨 ✋ ▶ 🔊 ╲ ▢ ○ ✏ 🔴 ⚓ ✖

Sumbission navigation and display options

Annotation tools

Navigate through individual student submissions

Submission
Submitted for grading
Not graded
Assignment was submitted 12 days 13 hours early
Student can edit this submission

📄 Santi Carzola.pdf
27 July 2023, 10:23

▶ Comments (0)

Grade

Apply a grade and leave overall comments

Grade

Grade out of 100

Current grade in gradebook
Not graded

It's been raining steadily for several days. The rivers are rising, and local boaters are getting itchy. After all, it's been a long winter and the promise of rising water and rising temperature is too good to miss. Sarah feels it. She's a good Class IV kayaker, 29 years old, physically strong. She's a little out of shape after the winter off, but she's itching to get back on the river. One of her paddling partners calls Friday night and says, "tomorrow morning: season opener." Excited, Sarah starts digging her gear out of the closet.

The next morning, Sarah meets her four friends at the put-in. It's a Class III run they know well--a good place to warm up for the spring season. The river is higher than usual with the rain--by about a foot and a half. The water has that milky color and touches the treeline, inundating most of the familiar eddies. After a careful look, they decide to make the group starts to work its way down the entrance rapids generally aware of where everyone is.

After a mile, the group settles in to a paddling pace. Sarah stops to surf her favorite hole, the rest of the group continues around the bend because there are so few eddies where they can stop and watch. The hole is grabby in the high water. Sarah does a few spins and then moves to exit the hole, but gets pulled back in to the deep trough. She tries to get her bow out into the current to pull herself out, but drops back in and flips. She rolls back up but then flips over again. After three more rolls Sarah is exhausted and comes out of her boat. Before she can recover from the initial shock of the cold water, Sarah and her

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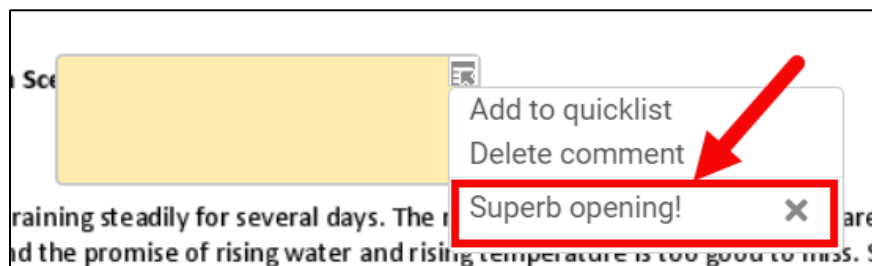8. There are several options for annotating the file that was submitted.

   a. Click the 🗎 **Comments** button to create a written note. Then use your mouse to drag open a notation field in a location of your choosing on the student's work and type in your feedback.
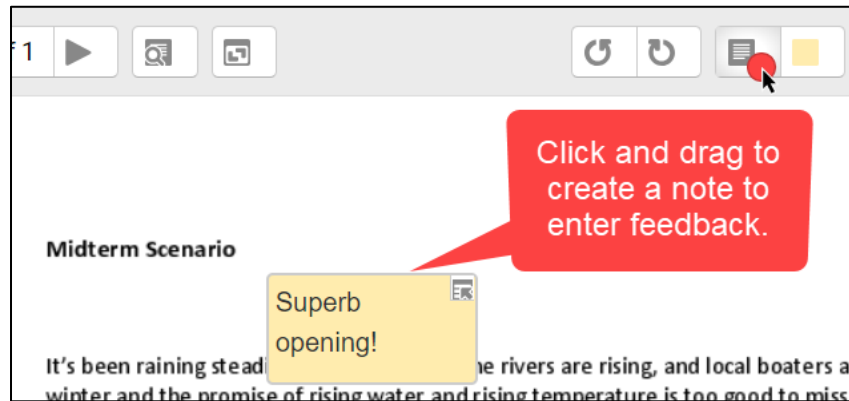

   b. Use the **Comment color** button to the right of the comments tool to set the color of your digital note. Navigating away from the note will collapse it into a consolidate comments icon on the page 🗇. Hover your mouse pointer over the comment to reveal its contents and edit as needed.

   c. To delete a comment, click the small icon in the top-right of the note's box and select **Delete** from the dropdown menu.
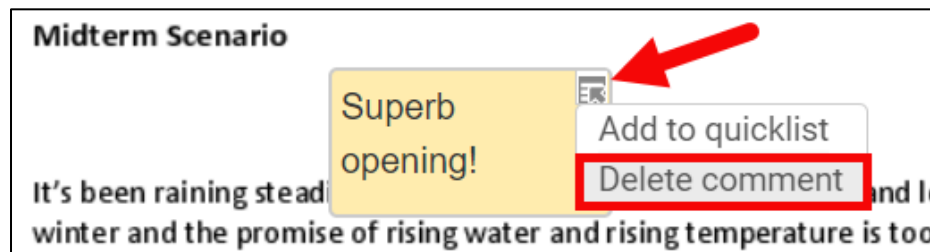
   d. You may also add/save comments to a **quicklist** (see image above) to conveniently select as a canned response for subsequent commentary. Your quicklist options display for selection under the same dropdown menu.

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e. You may also use free-hand drawing and shape tools to markup students' work or leave signature of approval. Hover your mouse pointer over each option to reveal its name, and simply click your tool of choice to use it.
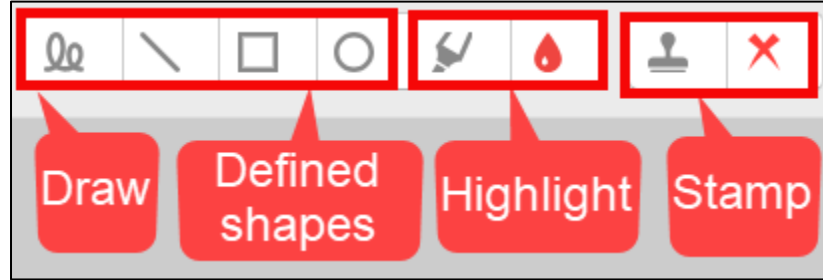
9. After annotating the students work, you may use options within the **Submission** panel to the right to leave final comments and apply a grade. There are two feedback/comment options, Submission comments and Feedback comments. Submission comments should be reserved for feedback regarding how or when the student submitted (for example, if the submission was late). Feedback comments should be used for overall commentary related to the student's work.

10. Enter the final grade in the **Grade** field and click **Save changes** to apply the grade and continue or **Save and show next** to apply the grade and automatically load the next student's submission.

11. Students are notified of the grading by default and may review both their original submission and your annotated version returned as shown below from the student's perspective.

Submission status

Submission status	Submitted for grading
Grading status	Graded
Time remaining	Assignment was submitted 12 days 13 hours early
Last modified	Thursday, 27 July 2023, 10:23 AM
File submissions	📄 Santi Carzola.pdf 27 July 2023, 10:23 AM
Submission comments	▸ Comments (0)

Original file submitted

Feedback

Feedback comments	
Annotate PDF	📄 Mikel Arteta_183_0.pdf 28 July 2023, 8:21 AM View annotated PDF...

Annotated version returned after grading

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