Marking Learn Assignments Using Bb Annotate

If you require this document in an alternative format, such as large print or a coloured background, please contact Paul Smyth (Learning Technology Advisor) by email at Learn.service@ed.ac.uk

## Task 1: Accessing an unmarked assignment

There are many ways to access an assignment but here is one of them.

1. **Expand** Grade Centre from Course Management.

2. **Click** needs grading .

3. **Click** on the assignment you want to mark by clicking on the user's name.

Task 2: Switching between different submissions

You can move onto other submissions without going back to the grade centre view by clicking the arrows on either side of the bar that tells you what submission is being shown at the moment.
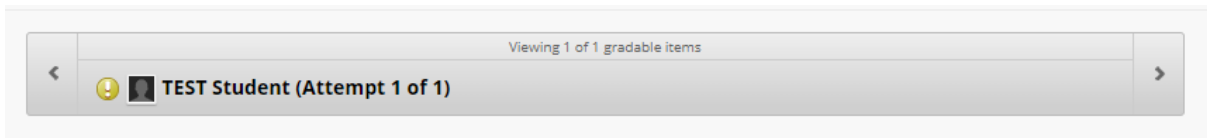

Task 3: Viewing Assignment Instructions

Above the black tool box in the annotation and marking area there's a box titled 'Assignment Instructions' with a downward arrow next to the text. Clicking the arrow will expand the box and display the assignment instructions that were given to the student in the submission area. Clicking it again will hide it.

Task 4: Expanding and Collapsing Panels

Having too many panels expanded at the same time can make the page cluttered. Thus, you might want to hide some of them until they are required.

Marking Panel – This is the panel at the right of the page.

1. To minimise it, **click** on the right pointing arrow at the top of the panel.

2. To expand the panel again **click** on the arrow again (now pointing left and under the four way arrow).

3. To maximise the view of the whole assignment, **click** on the four way arrow icon next to the icon used to hide the Marking Panel.
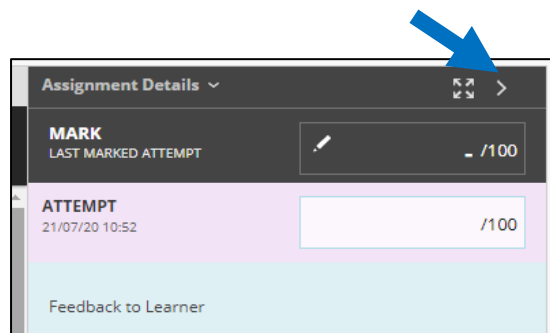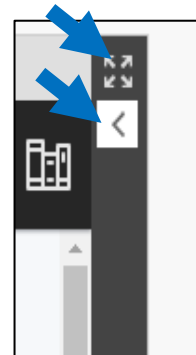
Task 5: Opening a document in BbAnnotate

1. Access the assignment to be marked (see Task 1 above)

2. In the right-hand panel **click** the file to be marked.

3. The file will then open in the area to the left of the panel.
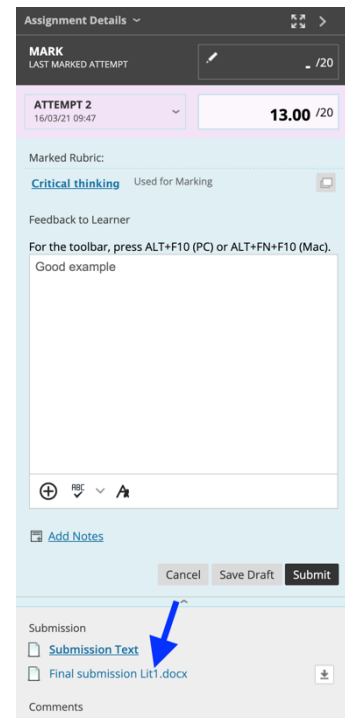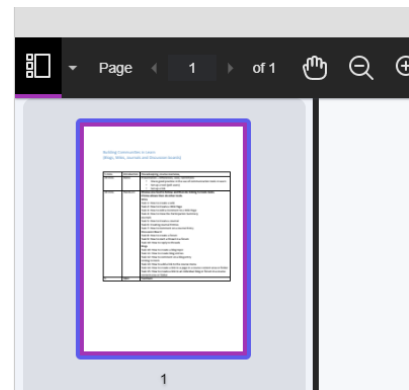
Task 6: Using the Thumbnail view

For lengthier documents, you may want to use the thumbnail view to quickly find the page you're looking for.

1. **Click** the furthest left icon on the black toolbar (it looks like three squares next to a rectangle).

2. This will bring up a preview of all the pages in the document.

3. **Clicking** on a preview of the page will take you to it.

4. **Click** on the thumbnail icon again to hide it.

You can also alter the width of this panel by clicking and dragging the black divider line between the assignment view and the thumbnail view.

Task 7: How to switch pages

There are a few ways to switch between the pages besides using the thumbnails.

1. **Scroll up or down** while hovering your cursor over the assignment.

2. **Click** the arrows on either side of the page number box to go forward or backwards a page.

3. **Type** in the page you want to go to in the page number box.

Task 8: How to zoom in and out

To zoom in or out of the page you are currently viewing you can use the two magnifying glass icons at the top of the page. The one with the minus sign zooms out (on the left), the one with a plus sign zooms in (on the right).

Task 9: How to adjust the page view

There are three inbuilt options for adjusting the page size and fit.

1. **Click** on the **Fit Page** icon and select from:

    a. Fit Page – this makes the page the biggest it can be while still fitting entirely into the assignment window.

    b. Fit Width – this makes the page as wide as it can be without going out of the left and right bounds of the assignment view box.

    c. Best Fit – this option tries to optimise the page size for the space available.
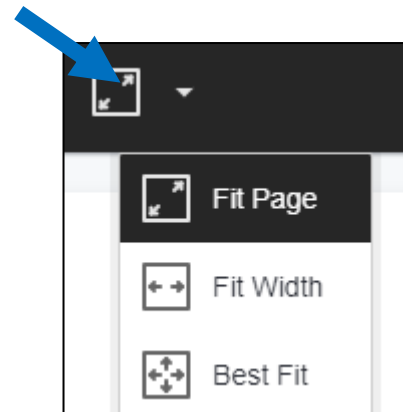
Task 10: How to access the annotation tools

1. If the individual annotation icons below are not present either increase the page width by closing the right hand panel (see above) or **click** the annotation tools icon on the toolbar.

2. The toolbar display will change

3. These are the in-text annotation tools. You can use them to leave feedback directly on the assignment.
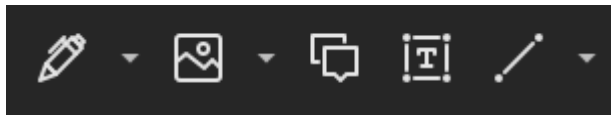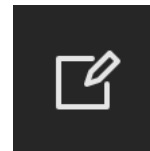
4. To close the annotation toolbar **click** on the arrow on the far left of the toolbar.

Task 11: Annotating by drawing

The icon for this tool is a pen. This tool allows you to draw or write directly on to the assignment. To the right of the pen icon there is a downward arrow that provides different options for the drawing tool.

Drawing leaves a thin line on the page. **Brush** is for very thick lines. **Eraser** allows you to remove and correct lines you've already drawn.

Clicking on the pen icon opens up a new toolbar just below the annotation tool bar.
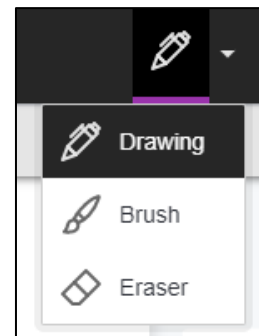
(N.B. If you do not see all these icons you may need to widen your browser window or close a panel)
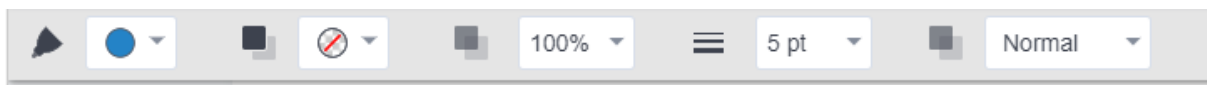
This will give you further options to change the settings for your drawing annotation tool.

From the left, the dropdown menus allow you to do the following:

- Change the colour of the writing pen,
- Change/add the highlight colour,
- Change the opacity of the annotation,
- Change the width of the line,
- Change how the drawing shows in reference to its background.

To annotate by drawing:

1. **Click** on the Pen icon on the black top toolbar.

2. Choose the settings you'd like to use for your annotation.

3. Use your cursor to **click and draw** on the submission.

4. Once you're done, **click** somewhere that is not the assignment and you'll see the Draw toolbar disappear.

## Task 12: Using Images to annotate

BB Annotate allows you to add an image to the submission to illustrate your point. To do this:

1. **Click** on the image icon on the annotation toolbar.

2. **Browse** your computer for the image you want to add.

3. Once you've chosen the image and opened it in annotate, you can **drag and drop** it where you'd like to have it as well as resize it as appropriate.
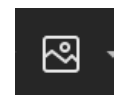
Task 13: Leaving In-text comments

You can use BB Annotate to leave in-text comments. This will leave a little yellow speech bubble icon on the submission, where the comment has been placed and display the text itself in a floating textbox next to the assignment submission.

Paul Smyth
16 Mar, 11:28 am
You need to be clearer with your references
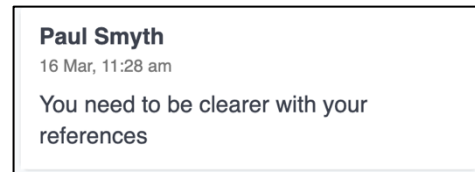
To leave an in-text comment:

1. **Click** on the comment icon on the annotation toolbar.

2. On the submission, **click** where you want to leave the comment.

3. This will open up a text box to the right of the assignment submission.

4. **Type** your comment into the text box.

5. **Click Save** once you're done.

Keep in mind that you won't be able to edit the comment once you've clicked Save – you'll only be able to either delete the comment or reply below it.

Paul Smyth
18 Mar, 3:49 pm
This passage requires further explanation.

Reply
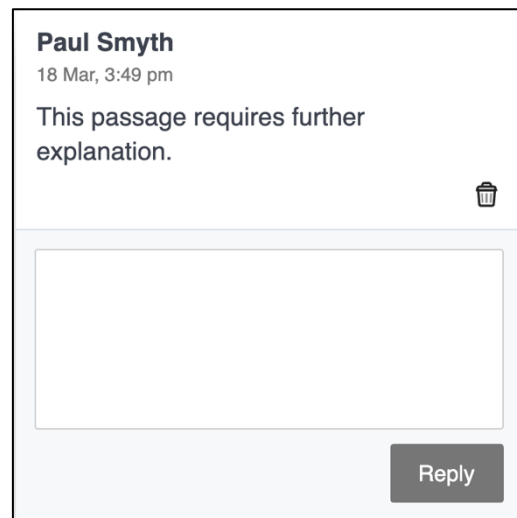
Task 14: Adding text onto the assignment

You can also add text directly onto the assignment.

1. **Click** on the Text box icon on the toolbar

2. This will open up a new toolbar with basic text editing options.

(N.B. If you do not see all these icons you may need to widen your browser window or close a panel)

3. Clicking on the assignment will allow you to start typing on it.

4. If you decide the text would be better placed elsewhere you can click and drag it.
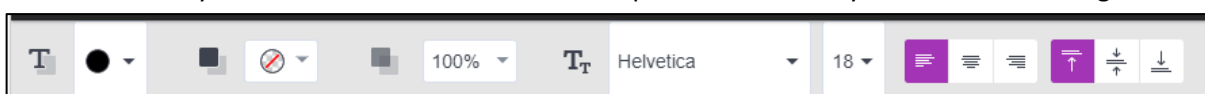
Task 15: Adding lines or shapes onto the Assignment

1. **Click** on the line icon on the annotation toolbar.

2. If you wish, use the new toolbar to choose the formatting for the line you wish to draw.

3. You can also choose a different line type by clicking on the arrow next to the line drawing icon.

4. Use your cursor to draw the annotation on the submission.

5. Once you're done, **click** somewhere that is not the assignment and you'll see the Line toolbar disappear.
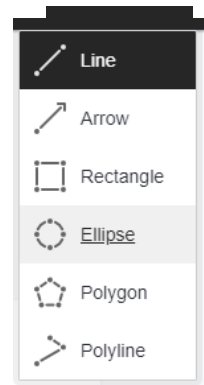
Task 16: Printing the Assignment

1. **Click** on the printer icon on the tool bar.

2. BB Annotate will tell you that it's preparing the document for printing. This might take a few seconds.

3. Once that is done, you'll see your usual browser print window.
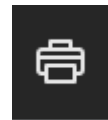
Task 17: Downloading the Assignment

Downloading a PDF
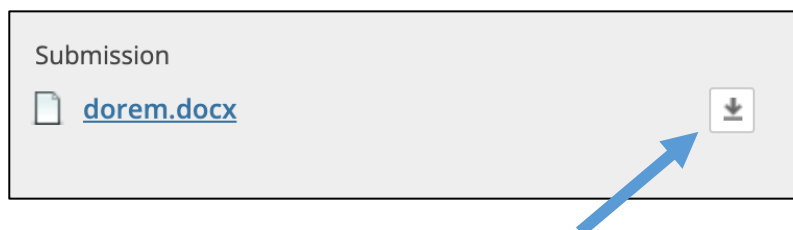
1. To download the Assignment as a PDF, click the Download icon on the black tool bar.

Downloading the original format

You can also download the submission in its original format. For that:

1. Make sure the Marking Panel is expanded. If you can't see it on the right edge of the screen, **click** the arrow icon to expand it.

2. **Click** the download icon in the submissions box.

Task 18: Searching the Document

1. **Click** the **Search** icon.

2. Type in the term you're looking for.

3. The instances of the term in the document will be highlighted.

4. You can switch between them by clicking the **arrows** next to the Search box. Clicking **Close** will hide the search box and stop highlighting the searched for terms.
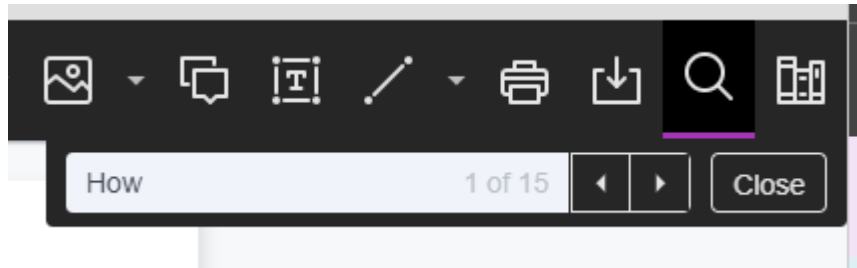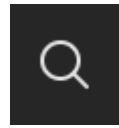
Task 19: To add to the content library

The Content library is a collection of comments that have been saved and can be reused across different assignments.

1. **Click** on the content library icon on the right edge of the annotation toolbar. It looks like three book spines.

2. This will open up the Content Library panel.

3. **Click** the plus sign in the upper right corner of the panel.
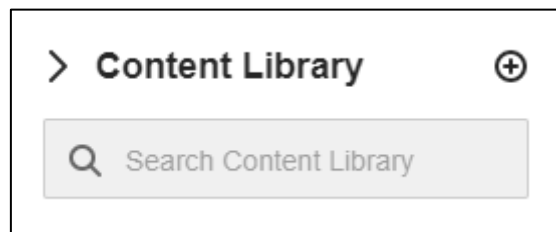
4. This will open up a textbox where you can **type** in the comment you want to add to the content library.

5. Once you're done, click **Save**.
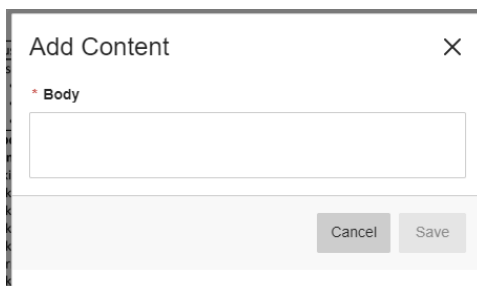
Task 20: To apply a comment saved in the Content Library

1. **Click** on the content library icon on the right edge of the annotation toolbar.

2. Choose the comment you want to add and **click** on the three dots next to it.

test content	•••

3. This will give you options to either **Place Comment** or **Copy to Clipboard**.

4. Copying to Clipboard will allow you to paste the content from that Content Library item into another text box.

5. To place the item as a comment, **click** on the **Place Comment button** in the three dot menu beside the content you wish to add.

6. Then **click** on the place in the assignment where you wish to add the comment.

7. You can further edit the comment you are leaving in the text box that appears next to the assignment once you've placed the comment.

8. Once you're done, click **Save**.

Task 21: How to delete an annotation

1. **Click** on the annotation on the assignment submission.

2. Go to the toolbar you used to edit it, or if it's a comment, to the relevant comment box.

3. **Click** the bin icon.

4. Learn will ask you to confirm this action, **click** OK.

Task 22: Adding general feedback

In the first text box you see on the Marking panel you can leave more general feedback to the student. It's called 'Feedback to the Learner'. This is something the student will see once the feedback is published.
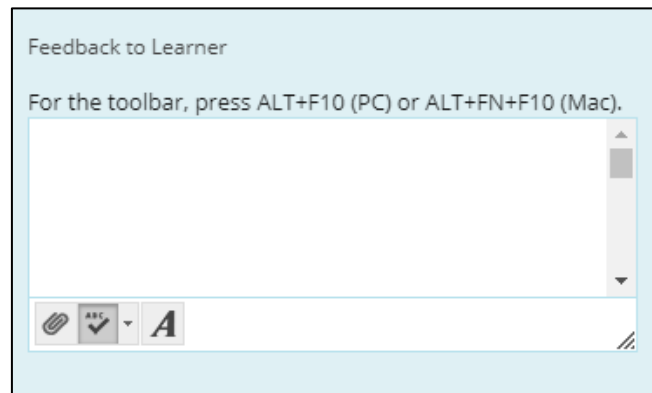
If you would like to have more functionality within this text box, you can view an expanded menu of text editing tools.

1. **Click** the 'A' icon on the bottom of the text box.

2. If you're only seeing one row of tools in the new content editing box, **click** the double headed arrow icon on the right-side edge of the toolbar.

3. Once you're done, click **Submit** in the pop-up box.

Task 23: Adding private marking notes

You can add private marking notes that the student will not have access to.

1. **Click** 'Add Notes' below the 'Feedback to the Learner' box.

2. A new text box titled 'Marking Notes - Private' will appear.

3. Type your notes in the textbox.

4. Once you're done, click **Submit**.

Task 24: Marking the attempt

To mark the attempt use the light purple 'Attempt' box on the Marking Panel. You can type your mark into this box.
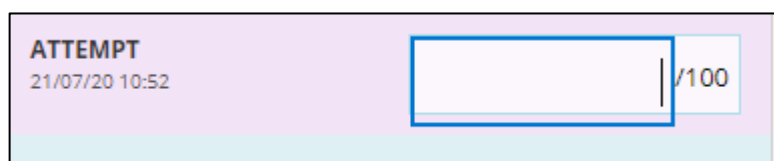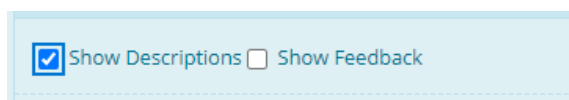
Task 25: Viewing and using the rubric

If the assignment has had a rubric attached to it, you'll be able to view it and use it for marking:

1. To view the rubric **click** on the **name of the rubric** just below the purple 'Attempt' box.
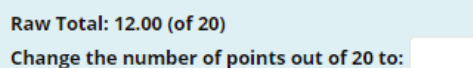

2. To show the descriptions to the rubric marks, tick the **Show Descriptions** box under the rubric name.

3. To use a rubric for marking, select the descriptor you think is most suitable by clicking on the white circle next to it.

4. If you'd like to leave feedback in regards to a specific section of the rubric, **click** on the **Show Feedback** box next to the Show Descriptions option.

5. This will make a text box appear under each section of the rubric.

6. You can leave feedback by **clicking** on the text box and typing what you wish to say.

NB This feedback will only be visible to the student when the rubric has been made available to the students.

7. At the bottom of the page, Learn will also calculate the **raw total** grade based on the individual marks you've given in the rubric.

8. You can overwrite this by **typing** in the box on the line that says '**Change the number of points out of 20 to:**'

9. In the last text box you can leave some additional feedback, but bear in mind that this feedback will be associated with the rubric and hence is not the same as the general feedback described in task 22.

10. Once you're done **click Save Rubric**. This will also hide the rubric view and allow you to see the general feedback area again.

Task 26: How to Save Draft or Submit marking

1. Once the assignment marking is complete. **Click** the **Save Draft** button on the marking panel.

2. It is advised not to **click Submit** until all your marking is completed and you are confident you won't need to change anything, as it becomes a lot harder to override the mark or make other changes.

3. The assignment is removed from the 'needs marking' list when you click **Submit.**