Moodle: Grade assignments with Annotate PDF

Last Modified on 01/09/2025 4:02 pm EST

Instructors can mark and leave digital comments on Assignment submissions within Moodle by using the Annotate PDF feedback option. Annotate PDF allows you to highlight, write or type comments, add stamps, and post notes in PDF documents submitted by students using any device with a web browser.

Before you start, you will need access to the following:

• An Instructor of record, Other editing teacher, or Non-editing teacher role in a Bryn Mawr Moodle course

Set Up the Assignment

WARNING: Your Assignment must be set up to require PDF file submissions and use the Annotate PDF feedback type before students start submitting work. (You won't be able to make changes after that point.)

- 1. Create your **Assignment** if you haven't already (dick +Add an activity or resource; then select Assignment).
- 2. Open the **Assignment Settings** page (click the **Assignment** to open it, then click **Settings** in the top menu).
- 3. Under Submission Types:
 - Check the File Submissions box (required).
 - Set Maximum number of uploaded files to 1 (recommended).
 - Type .pdf in the Accepted file types box (required).

~ Submission	types
Submission types	🗌 Online text 🔋 🗹 File submissions 🍞
Maximum number 👔 of uploaded files	1 🕈
Maximum (?) submission size	100 MB \$
Accepted file types ?	.pdf Choose No selection

4. Under Feedback Types, check Feedback Comments and Annotate PDF.

 Feedback types 				
Feedback types		✓ Feedback comments Annotate PDF □ Offline grading worksheet ■Feedback files		
Comment inline	?	No 🗢		

5. Adjust the remaining settings if desired, then click Save and Display or Save and return to course.

Help students submit PDFs

It is increasingly common for students to submit coursework for K-12 courses through Google drive or docs, and some college students may not know how to save, export, or print files as PDFs. However, it is easy to do using software that is widely available to students and a good skill to learn before entering the workforce!

These Ask Athena articles may help:

- Save a file as a pdf explains how to save documents as PDF files using commonly used software.
- If students need to submit handwritten work:
 - Scan and copy with printers explains how to use the multifunction copier/printers in libraries and public spaces on campus. (For Bryn Mawr users, scans are saved as PDFs to their H:// drive by default.)
 - Office Lens: Scan papers or documents with your smartphone explains how to use this free smartphone app to create multi-page PDF documents using the phone's camera.

Mark using annotate PDF

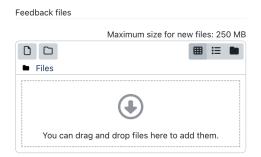
- 1. Click the Assignment to open it.
- 2. Click Grade.
- 3. Submissions will open one at a time in an annotation window.

◄ Page 1 of 6 ►			Submission	
			Submitted for grading Graded Assignment was submitted 6 days 11 hours early	
			Student can edit this submission	
	Subject: Internal LITS Process for Routing Teams Requests from Faculty/		LITS Internal.pdf 21 July	2020, 12:40 PM
	COVID-19, and recommendations for Ed Tech Services staff on how to			
	consult with faculty on the use of Teams.		 Comments (1) 	
	I be is 3 cate: Hease follow the below procedure for ALL Teams tickets. This is a LITS-wide procedure agreed on with systems and will help manage the amount of tickets regarding Teams, as well as the miniformation streading among Results.		Grade	
	On March 13, 2020 at 3:00 PM, LITS staff members from CEP, Systems, and ETS met and decided upon the following workflow for routing Teams requests from faculty to Systems.		Grade out of 100 100.00	0
<	Workflow Description 2. How out works the Help Desk asking for a Team to be created; 2. Help Desk assings the ticket to the Educational Technology Services (ETS) team for		Current grade in gradebook 100.00	
	consultation; 3. ETS. offers an initial consultation to patron regarding the Teams request. In doing so, ETS follows the script below this workflow description. The purpose of this consultation is to		Feedback comments	×
	decemment whether a freammed to the reased or the patron's need can be satisfied by any other means, software recht, etc. 4. ETS staff must collect this information from patron in order to proceed with creating a Team:		▲ ₩ ₩ ₩ ₩ ₩	
	a. Point person for the Team b. End-of-Afre date for Team. c. Note: For earns: reated for academic purposes during the Coronavirus outbreak,		This is the Feedback Comments section.	
(the national and vol-life will be the end of the academic term (\$920). 5. An ETS member will yot this tickets on it can move toward Systems. Responsible staff for vetting are listed bytom this workflow description.			
	Notify students 2 2 SAVE CHANGES SAVE AND SHOW NEXT R	ESET	α	

4. Select tools from the annotation toolbar to add notes and different type of marks to the PDF file.



- 5. Enter the **Grade** and any overall **Feedback comments** in the fields provided. (You can include images, files and media clips in you comments, see Moodle: Use the text editor for details.)
- 6. If you enabled the **Feedback files** type in your assignment settings, use the **Feedback files** menu to upload them.



7. Click **Save Changes** as you go and **Save and Show Next** to finish marking a submission and move on to the next one.

Exporting copies of marked submissions

If you want to keep copies of annotated submission for your records:

- 1. Click the Assignment to open it.
- 2. Click the titles of PDFs you want to download in the Annotate PDF column.
- 3. They will download to your browser's default Downloads folder; from there you can move them to a more permanent storage location.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the Help Desk!

Phone: 610-526-7440 | Library and Help Desk hours Email: help@brynmawr.edu | Service catalog Location: Canaday Library 1st floor