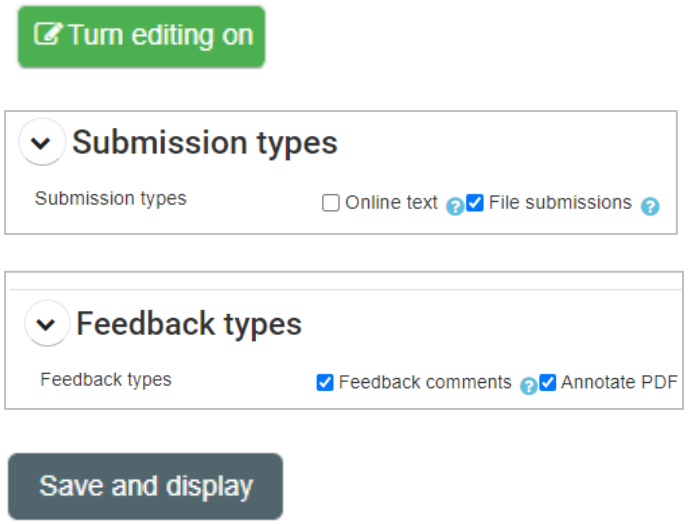
Grade Moodle Assignments with Annotate PDF

Moodle 4.0 Help (For Staff): https://www.lttc.eduhk.hk/moodle/help-staff

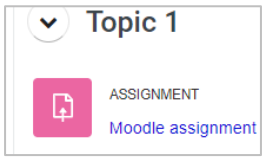
Teachers can now provide detailed feedback on Moodle assignment submissions without downloading them by using the Annotate PDF tool. Teachers can highlight, write, type, add stamps, and post notes in a PDF document submitted by a student when Annotate PDF is enabled. Teachers can use a mouse or trackpad to make handwritten markings on either a computer, iPad, or other tablet.

Enable Annotate PDF Function in Your Moodle Assignment

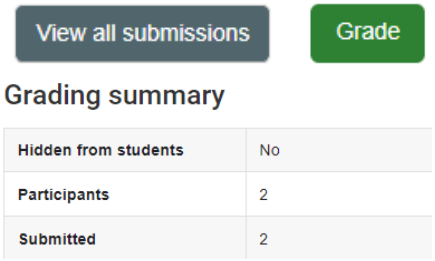


1. '**Turn editing on**' in your course, edit settings of an existing Moodle assignment or create a new Moodle assignment.
2. On the assignment settings page, under '**Submission Types**', ensure selected '**File Submissions**' box.
3. Under '**Feedback Types**', ensure selected '**Feedback Comments**' and '**Annotate PDF**'.
4. Adjust the remaining settings as needed, then click '**Save and Display**'.

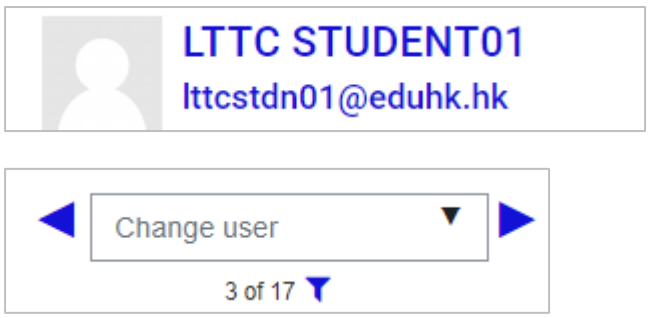
Mark with Annotate PDF in Students' Assignment Submissions



1. Open the assignment in your course page for which Annotate PDF has been enabled.

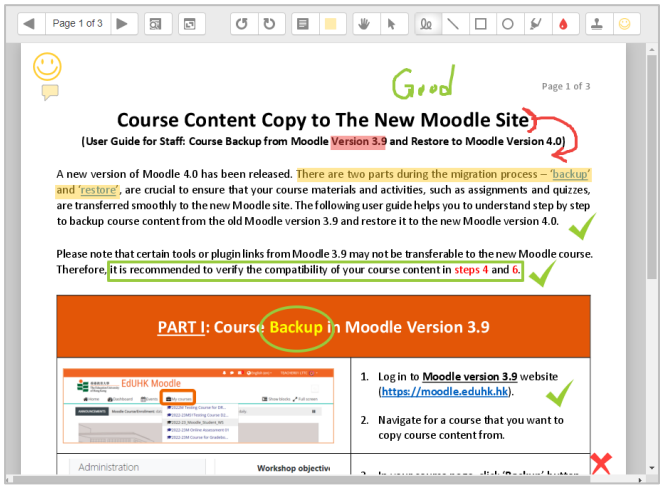


2. Above the grading summary, click '**Grade**'.



3. Submissions will open one at a time in an annotation window. The student's name of the submission is shown at the top center of the page.

   To view the next student submission, you can click the left/ right arrow button, search a student name or open the drop-down menu to choose a student name.



4. Select a tool from the annotation toolbar to mark the submission.

   Tips: The Annotate PDF feature only works with PDF files. If students submit files in other formats, Moodle will try to turn them into PDF's, but this conversion process does not work reliably or well. For best results when using Annotate PDF, have your students save their assignments as PDF's before submission.

On the annotation toolbar, looking from left to right the toolbar gives you the following functions:

Comments – allows you to draw a box and put comments in it.

Comment colour – the colour of the box for your comments.

Drag – allows you to drag the page around.

Select – allows you to select an element and move and remove it.

Pen – freehand drawing.

Line – allows you to draw a straight line.

Rectangle – allows you to draw a rectangle.

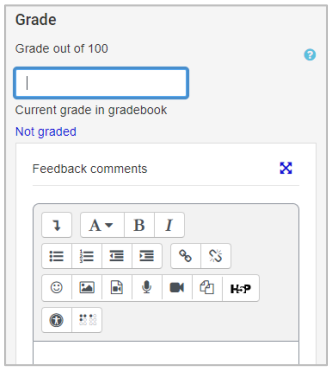
Oval – allows you to draw an oval.

Highlight – allows you to highlight the document.

Annotation colour – the colour of your pen/line/oval and highlighting tools.

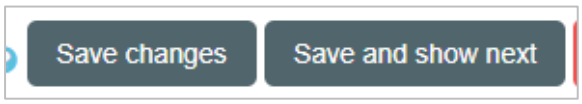
Stamp – allows you to stamp predefined images (tick, cross, smiley face etc) onto the submission.

Stamp selection – allows you to pick the stamp to be used.



5. Enter the '**Grade**' and any overall '**Feedback Comments**'.

   Tip: A part of your written feedback, you can add files, links, short audio (microphone button), or video clips (camera button).



6. Click '**Save Changes**' to save as you go or '**Save and Show Next**' when you are finished with a submission and are ready to proceed to the next one.

7. To download a copy of your annotations and feedback, below the '**Feedback comments**' editor, click '**Download Feedback PDF**'.