

Marking PDF Submissions Online

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An example of online annotation marking of PDF submissions

Overview:

This guide will show you how to mark your PDF submissions within the Learning Mall Core.

What to know:

The ability to mark PDF submissions within the Assignment activity environment provide the user with greater flexibility, and choice when marking student submissions.

Make sure 'Annotate PDF' is enabled in the Feedback types area of assignment settings.

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Step 1: Assignment activity

Go to your Assignment activity on your module page

▼ Topic 2

The screenshot shows a 'Topic 2' page. At the top, there is a box for an 'Assignment' titled 'Test assignment' with a pencil icon. To the right of the assignment box are buttons for 'Mark as done' and a three-dot menu. Below the assignment box is a blue button labeled 'Add an activity or resource' with a plus sign icon.

Step 2: View submission

Click on the 'View all submissions' button

The screenshot shows a 'Grading summary' page. At the top, there are two buttons: 'View all submissions' (highlighted with a red box) and 'Grade'. Below the buttons is a table with the following data:

Hidden from students	No
Participants	6
Submitted	1
Needs grading	1
Time remaining	6 days 9 hours

Step 3: The submission page

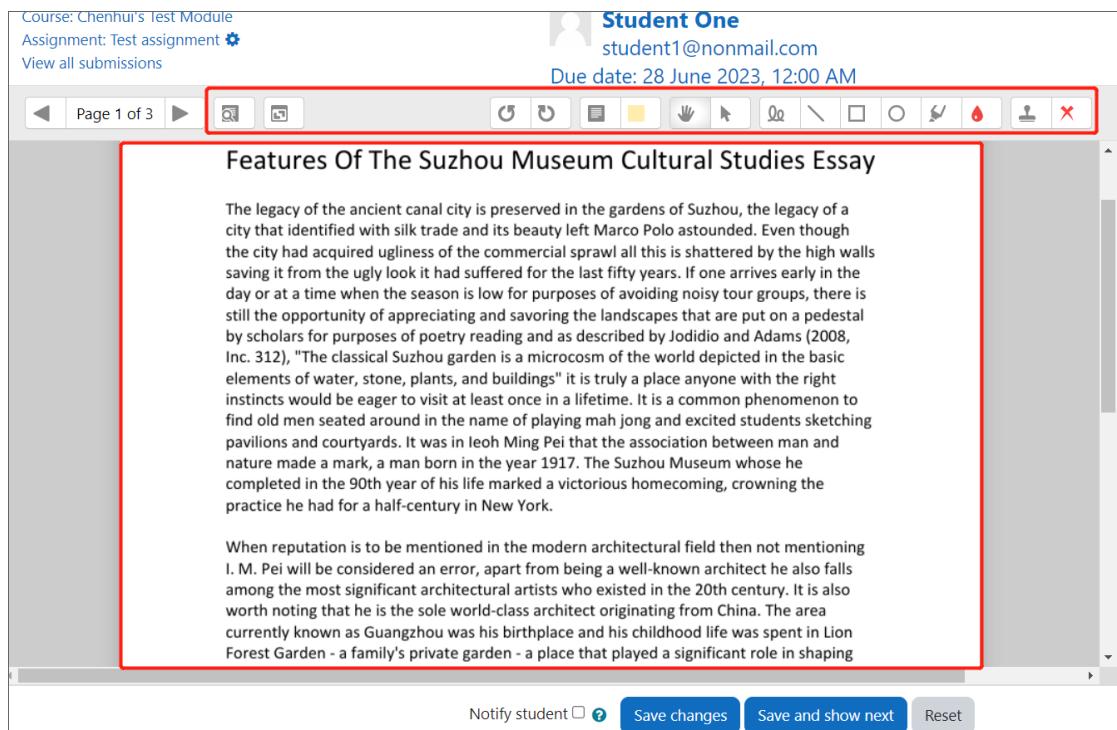
Here, you can see the list of students in the assignment and their submissions. Please find a assignment you want to see and mark. For example, you want to mark the assignment of 'Student One' Please click the 'Grade' button in the 'Grade' column.

The screenshot shows a table of student submissions. The columns are: Select, User picture, First name / Last name, Email address, Status, Grade, Edit, Last modified (submission), Submission comments, and File submissions. The 'Grade' button in the Grade column for 'Student One' is highlighted with a red box. The data in the table is as follows:

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	Submission comments	File submissions
<input type="checkbox"/>	SO	Student One	student1@nonmail.com	Submitted for grading	Grade	Edit	Wednesday, 21 June 2023, 2:32 PM	Comments (0)	Sample Assignment File.pdf 21 June 2023
<input type="checkbox"/>	ST	Student Two	student2@nonmail.com	No submission	Grade	Edit			

Step 5: PDF submission screen

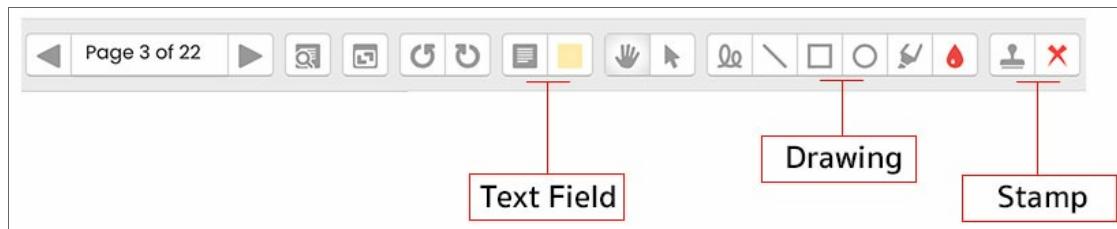
You will now have been taken to the screen where you can see the submission as a PDF with annotation tools stationed at the top of the screen



The screenshot shows a PDF viewer interface. At the top, there is course and assignment information: 'Course: Chenhui's Test Module', 'Assignment: Test assignment', and 'View all submissions'. To the right, the student's details are shown: 'Student One', 'student1@nonmail.com', and 'Due date: 28 June 2023, 12:00 AM'. Below this is a toolbar with various icons for navigation and annotation. The main content area contains a document titled 'Features Of The Suzhou Museum Cultural Studies Essay'. The text discusses the legacy of the ancient canal city of Suzhou, mentioning Marco Polo and the classical Suzhou garden. It also notes the association between man and nature, mentioning I. M. Pei and his childhood in Lion Forest Garden. At the bottom of the page are buttons for 'Notify student', 'Save changes', 'Save and show next', and 'Reset'.

Step 5: Annotation tools

In the tool bar that sits above the PDF submission, there are a variety of icons, which can be placed in three different categories, text field, drawing and stamp functions.



The screenshot shows a PDF viewer toolbar with various icons. Three specific icons are highlighted with red boxes and labeled: 'Text Field' (the first icon on the left), 'Drawing' (the icon with a pencil and a circle), and 'Stamp' (the icon with a person and a red X). The toolbar also includes icons for navigation (back, forward, search, etc.) and other annotation functions.

Step 6: Adding a text field

Click the first icon in the left is the text field icon group. After clicking the icon, the cursor changes to a cross. Then you can press the left button of the mouse and drag the mouse at the same time. Then you will see a coloured text field when you move your mouse. There is a text field in the page. Then you can write down comments in the text field.

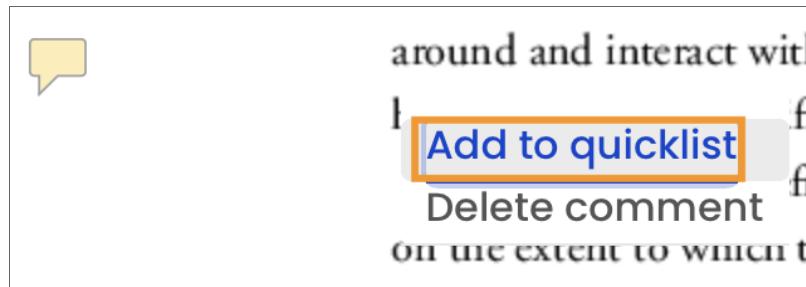
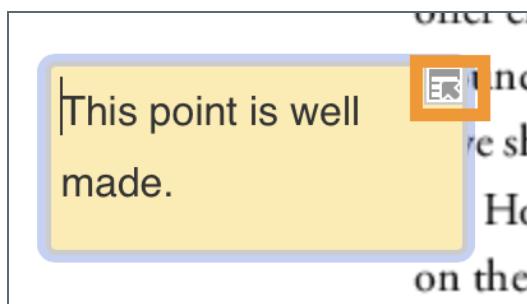


distributors of knowledge. Technology has also become more immersive in other ways. Three-dimensional worlds made popular by gaming applications offer environments in which learners assume an avatar persona and can move around and interact with objects and other participants. Likewise, platforms have shrunk and diversified, giving birth to a range of mobile learning devices. However, the benefits gained from these new technologies will depend on the extent to which they are used in ways compatible with human cognition.

This point is well made.

Step 7: Add to quicklist

1. You can also delete the text field or add the comments to a quick list so that you can reuse it. On the right top corner of the text field, there is a small icon. Please click the icon.
2. A dropdown menu will appear beside the icon.
3. Click the option 'Add to quicklist'.



Step 8: Using the quicklist

1. to use the quicklist click the small icon on the top right corner of the text field again. The text you write is stored at the bottom of the menu. You can also click the small cross on the right of the sentence to delete it if you so choose.
2. So in the text box, you introduce an empty text field, you can click the sentence in the quick list to put it into the text field without typing words.

This point is well made.

Add to quicklist

Delete comment

This point is wel...

X

This point is well made.

This point is well made.

Step 9: Delete a comment

Please click the top right icon of the text field. Then click the "delete comment" option. The text field is deleted.

This point is well made



Add to quicklist

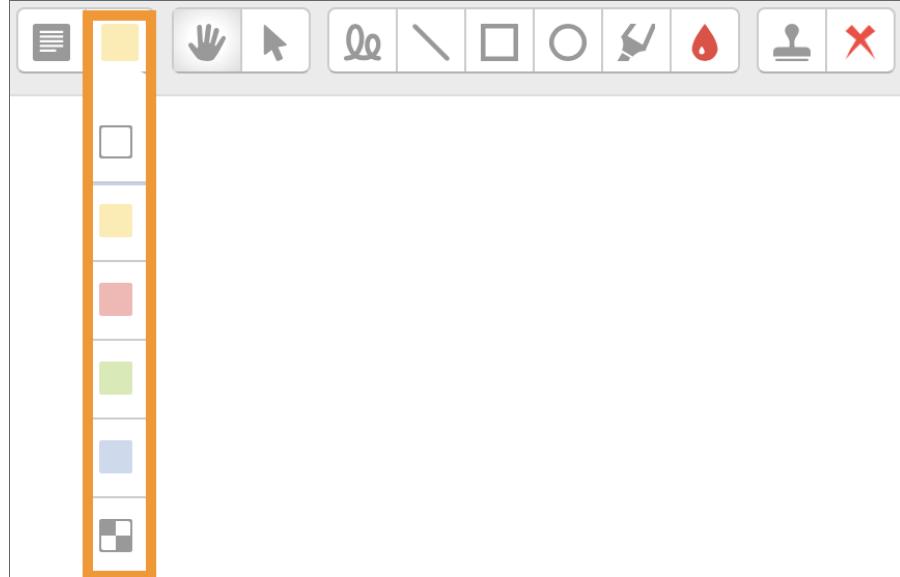
Delete comment

This point is wel...

X

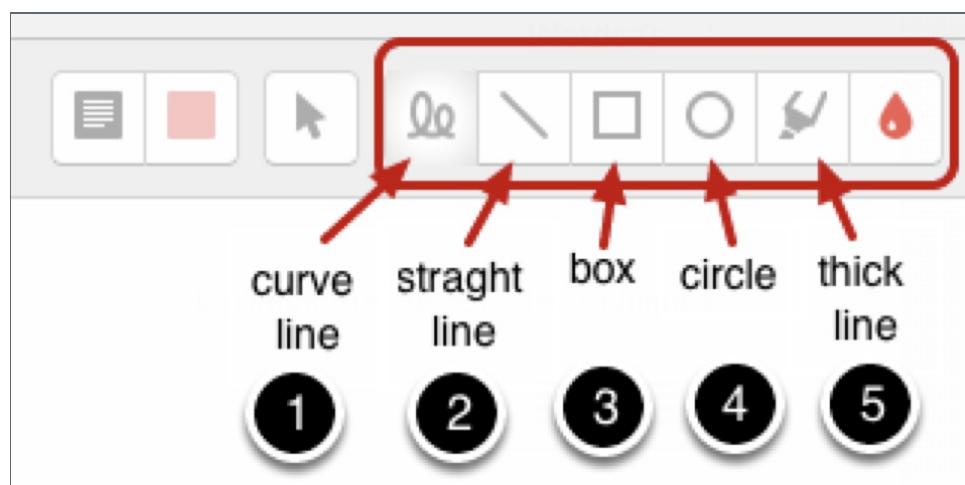
Step 10: Change the background color for the text field

1. Click on the menu item next the text field icon and the the dropdown menu will display a list of colors.
2. choose a color and this will be reflect in the text field.



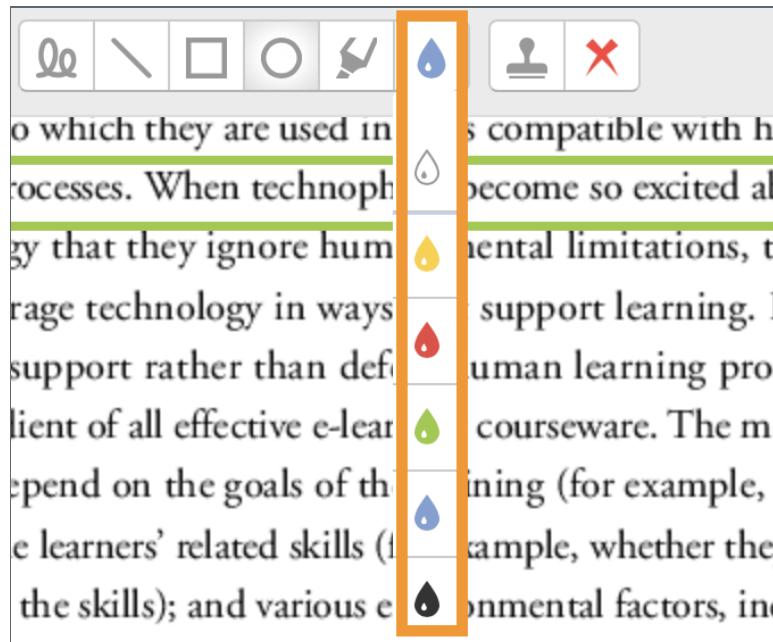
Step 11: Using the drawing tools

1. You can draw lines and shapes on the page with the drawing function.
2. You can utilize the drawing tool functionality to annotate over the PDF assignment. The following is examples demonstrate what the different icons can do.
3. You can change colour of the annotation by clicking the dropdown menu for the colour tool icon . Then a drop down menu appears.



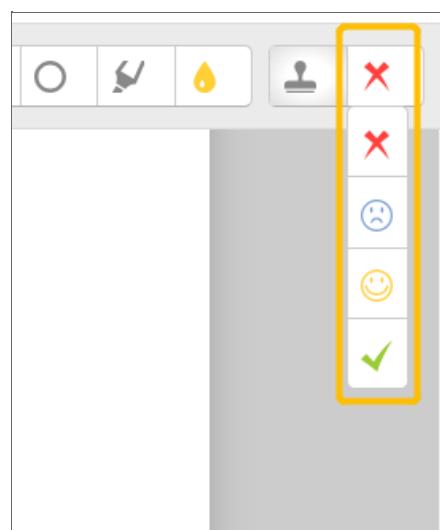
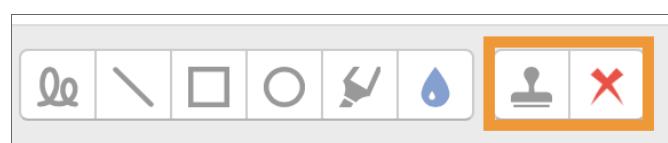
around and interact with objects and other participants. Likewise, platforms have shrunk and diversified, giving birth to a range of mobile learning devices.

However, the benefits gained from these new technologies will depend on the extent to which they are used in ways compatible with human cognitive learning processes. When technophiles become so excited about cutting-edge technology that they ignore human mental limitations, they may not



Step 12: Using the Stamp Icons

1. First, go to the stamp icon location then click the icon on the right to choose a stamp. After you click it, a drop down menu appears. There are a variety of stamps to choose from. You can choose a stamp by clicking it.
2. Then you can assign the stamp on the page by left clicking the mouse.



tive learning processes. When technophiles become so excited about cutting-edge technology that they ignore human mental limitations, they may not be able to leverage technology in ways that support learning. Instructional methods that support rather than defeat human learning processes are an essential ingredient of all effective e-learning courseware. The most appropriate methods depend on the goals of the training (for example, to inform or to perform); the learners' related skills (for example, whether they are familiar with or new to the skills); and various environmental factors, including tech-



Step 13: Moving or deleting annotations

1. To move or delete annotation firstly click on the arrow icon.
2. Then click on the item you'd like to move or delete, you'll see the 'trash can' symbol appear in the corner if you want to delete an item, or just simply left click on the item and move accordingly.



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