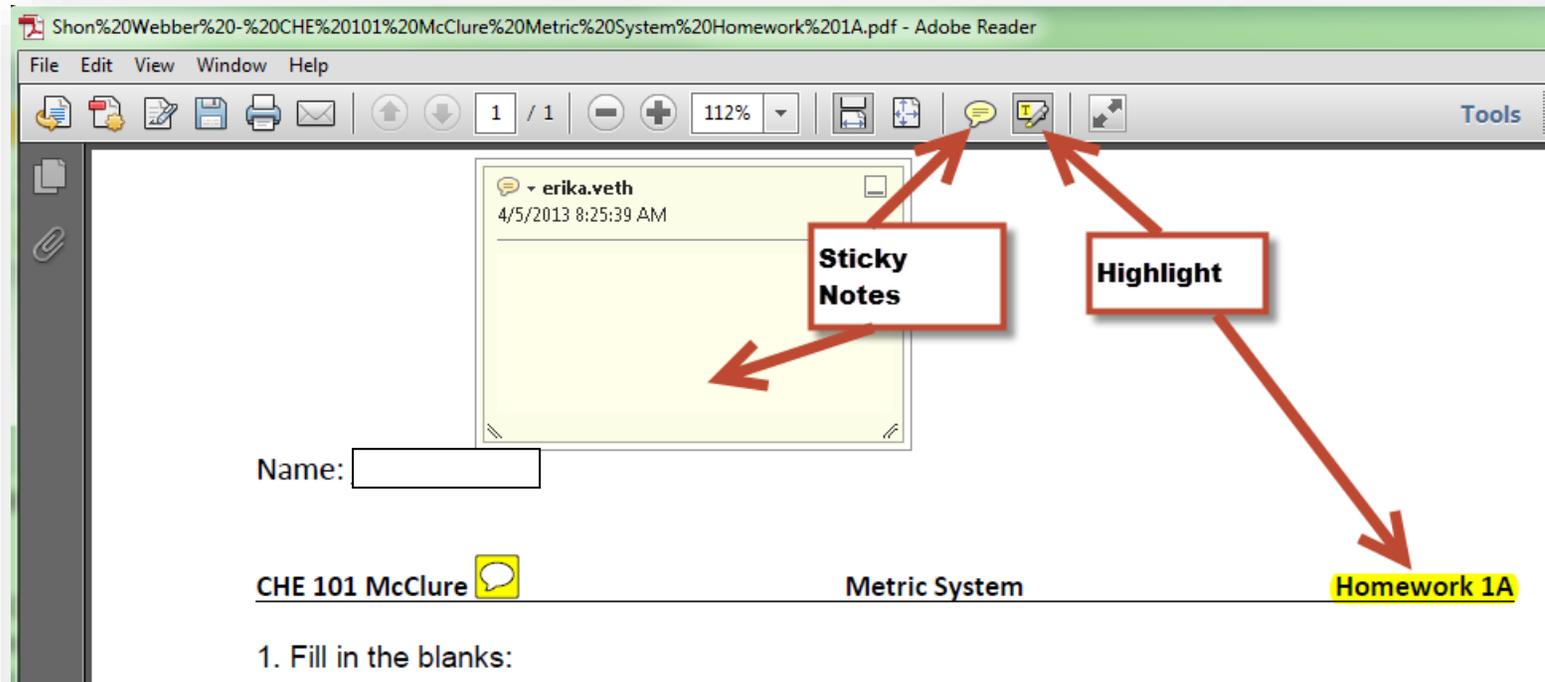


Providing Assignment Feedback to Students

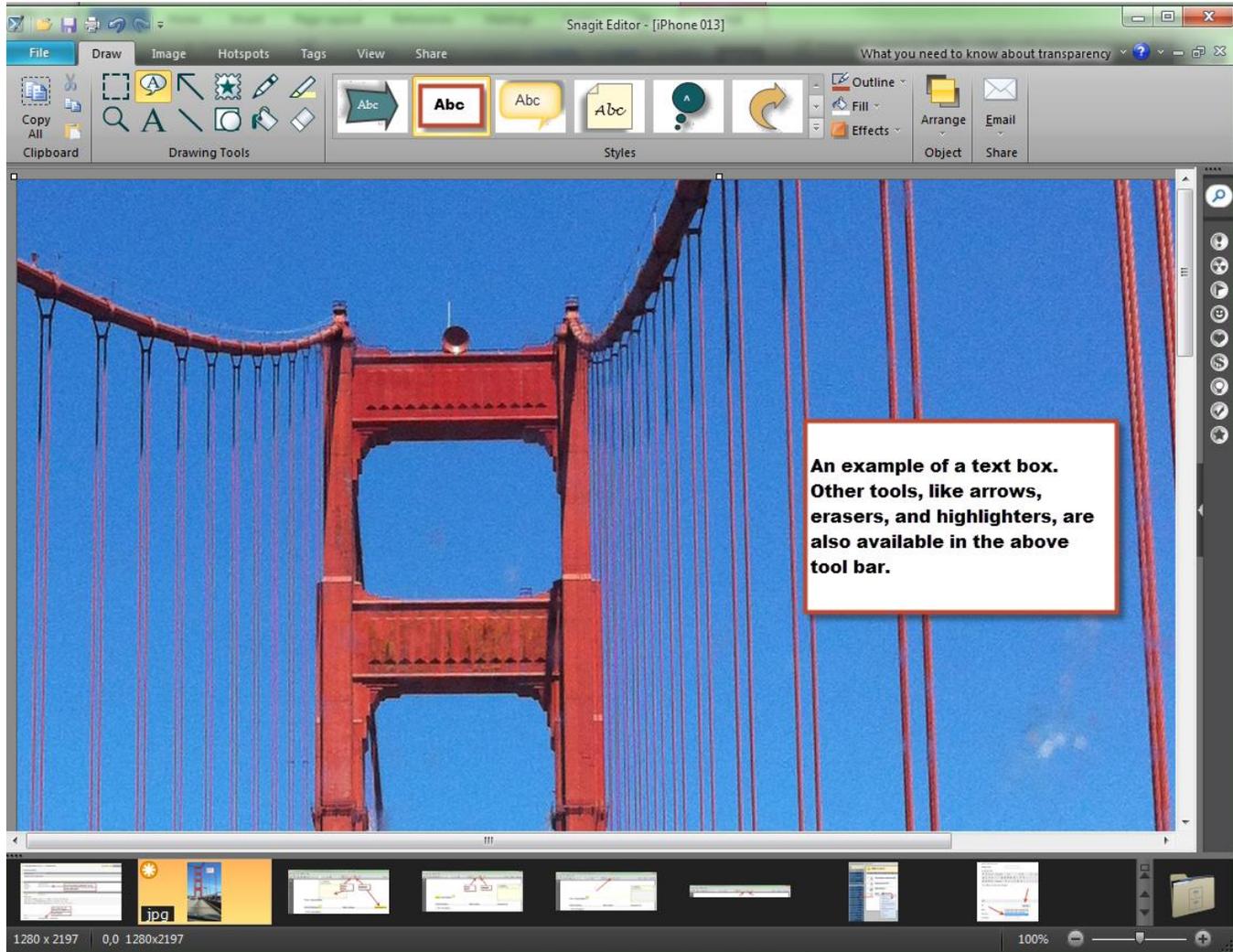
PDF Documents

To provide feedback on a PDF document, open the document and use the sticky note and highlights tools. Then save the PDF with the newly added comments to your computer, and upload it as an attachment in the feedback section of the grading area. Here is a screenshot of how to make comments on a PDF:



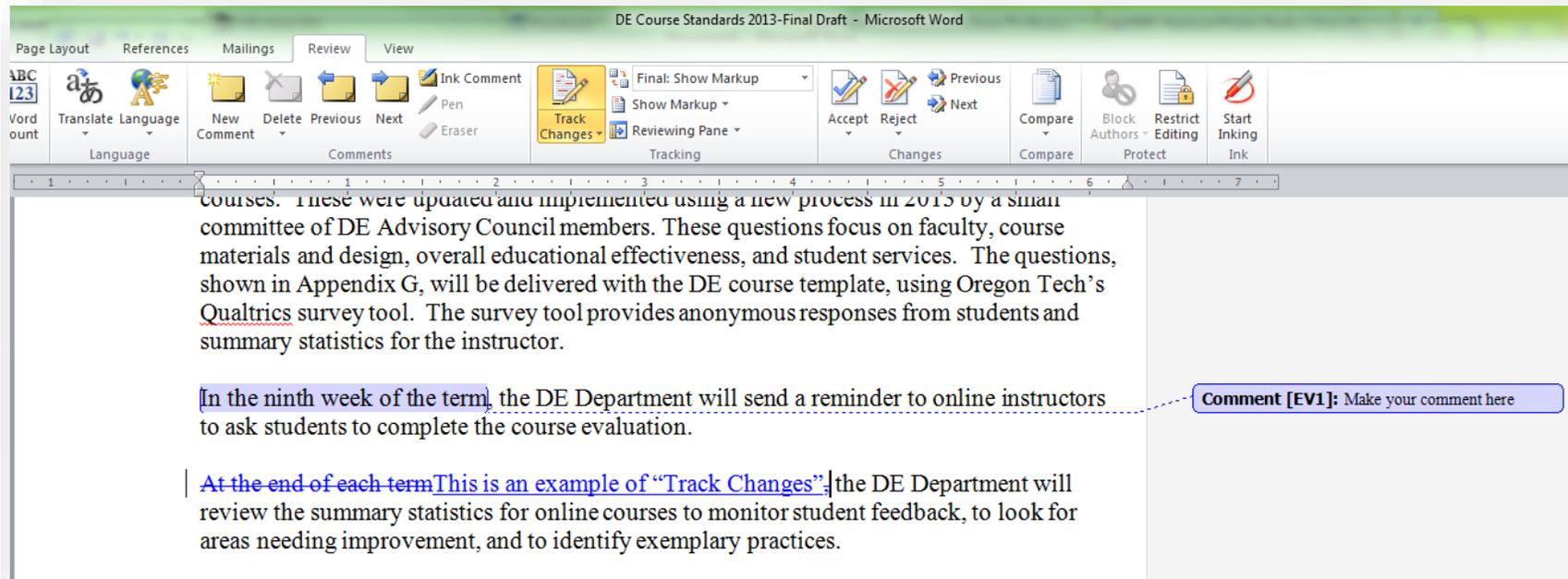
JPG Images

The jpg files are just as easy to comment on, but require the use of Snagit by TechSmith. There is usually 30-day free trial before the user has to purchase it, so it is a good idea to try it out first and then decide if it is worth purchasing. Snagit allows you to open any image file and add comments, highlights, and more to the image. Then you can save the image to your computer upload it as an attachment in the feedback section of the grading area. Here is a screenshot of Snagit:



Word Documents

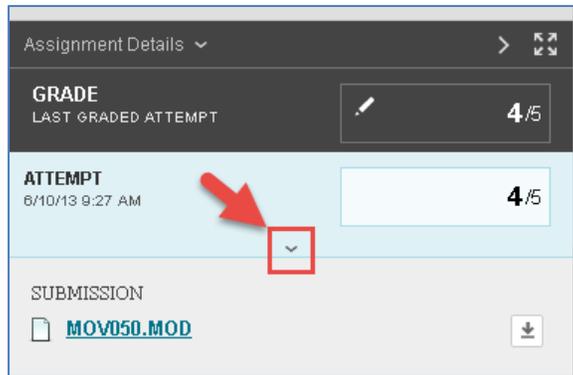
To provide feedback on a Word document, open the document and click on the “Review” tab. You can then use the “New Comment” and “Track Changes” features to make edits to your students’ work. Then save the Word document with the newly added comments to your computer, and upload it as an attachment in the feedback section of the grading area. Here is a screenshot of a marked-up Word document:



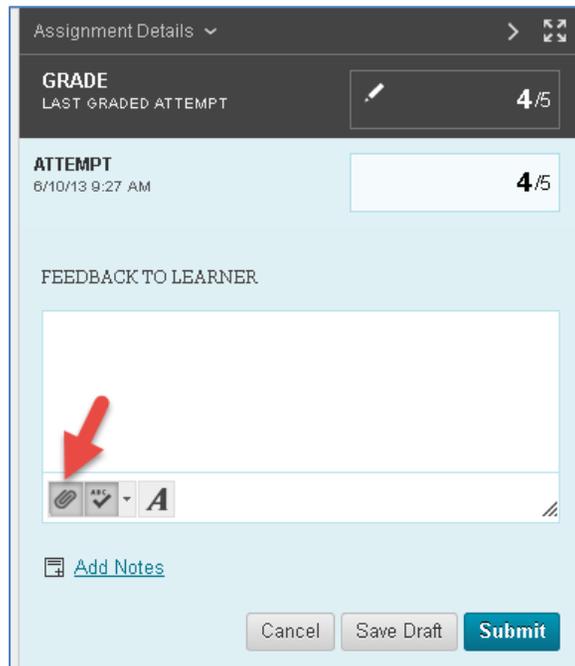
Returning Marked-up Files to Students

Here are the instructions for returning these types of files to students:

1. Navigate to the Full Grade Center
2. Click on the action link within the cell of the assignment for which you want to provide feedback, and choose “Attempt.”
3. On the right side of the page, click the down arrow under the Attempt box.



4. Click the paper clip icon and then click on “Browse My Computer” on the page that opens.



5. Browse your computer for the student’s marked-up file and select it to add it to the feedback area. Click on “Submit” both in that box and in the original box as shown in step 4. Your student will now find your marked-up document in their My Grades area.