

Course Content – Assignments – Bb Annotate

Bb Annotate is an inline grading tool available on the Grade Assignments page. It gives instructors the ability to view, comment on, and grade files submitted by students, in the web browser. Within the inline viewer, instructors can provide annotations directly on the document.

NOTE: When working with Bb Annotate, the sessions expire after one hour. A warning message will appear before the session expires. All annotations, feedback and files are saved when a session expires and returning to the page will allow grading to resume.

Supported Browsers and File Types

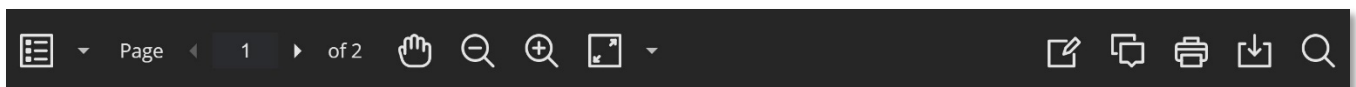
Bb Annotate is supported on current versions of the browsers, Firefox, Chrome, Edge, and Safari. The supported file types are:

- Microsoft® Word (DOC, DOCX)
- Microsoft® PowerPoint® (PPT, PPTX)
- Microsoft® Excel® (XLS, XLSM, XLSX)
- OpenOffice® Documents (ODS, ODT, ODP)
- Digital Images (JPEG, JPG, PNG, TIF, TIFF, TGA, BMP)
- Medical Images (DICOM, DICM, DCM)
- PDF
- PSD
- RTF
- TXT
- WPD

Unsupported file types must be downloaded. Inline grading is not available for submissions created through the editor.

Bb Annotate Menu

On the *Grade Assignments* page, the Bb Annotate menu bar contains all of the tools needed to add annotations to a document. It will appear differently based on the screen size. On larger screens, the full menu will appear as shown below.

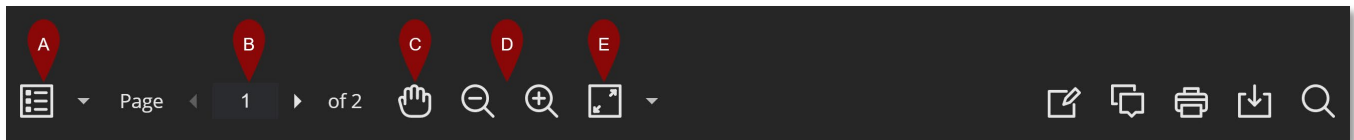


On medium and small screens, the document view settings will change to the page number being viewed.

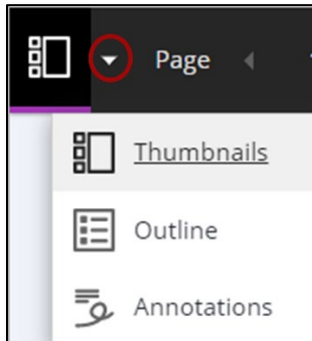


Document View Settings

The view settings are to the left of the menu. They allow for easy navigation and options for viewing the document.



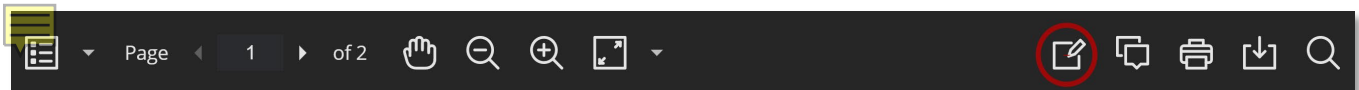
- A. **Sidebar View** - The left Sidebar view includes a thumbnail view of the submission, an outline, a list of all annotations and bookmarks. Select the icon to show or hide the sidebar. Select the sidebar menu to choose one of the options.



- B. **Pages** - Use the arrows to jump to different pages in the submission.
- C. **Pan** - Move the submission on the page left, right, up or down.
- D. **Zoom** - Zoom in and out of the submission
- E. **Fit** - fit the page, fit the width, or select the best fit.

Annotation Tools

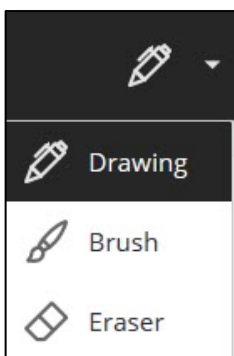
The annotation tools are to right of the menu. Select the View Annotation Tools icon to access the following tools.



Drawing, Brush and Eraser

With the drawing and brush tools instructors can draw on the document using various colors, thickness, and opacity. Instructors have the option to either erase pieces of the drawing or delete it fully using the trash icon.

1. To add a drawing to the document, select the **drawing** icon. **NOTE:** Select the **Drawing** menu to use the brush or eraser.



2. The cursor will change to a circle. Choose where to begin the drawing, then select and drag the cursor to create the drawing.
3. Draw formatting tools are available in the upper-right corner. The delete icon is located in the upper-left corner.

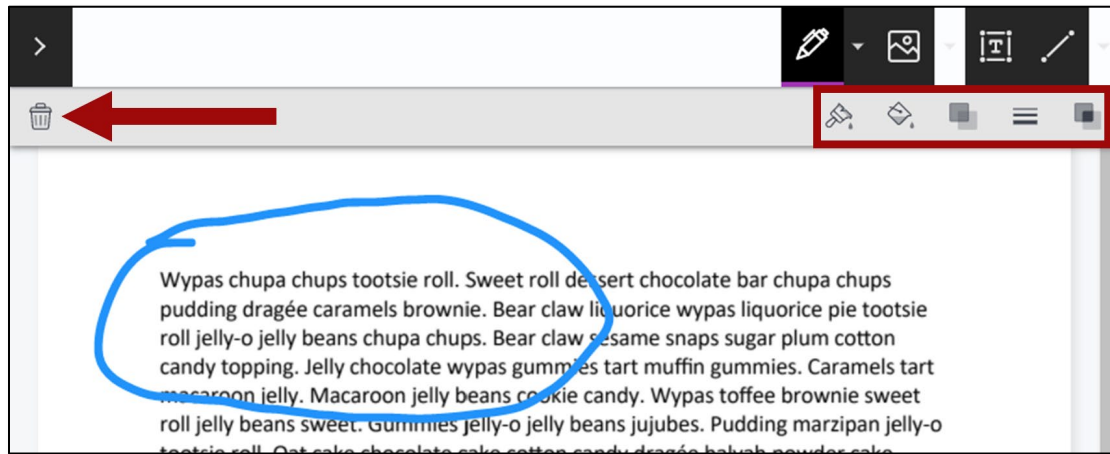
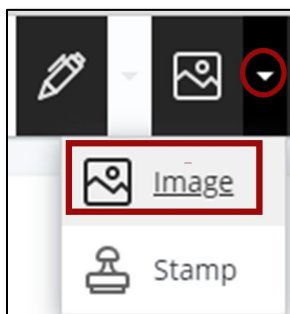
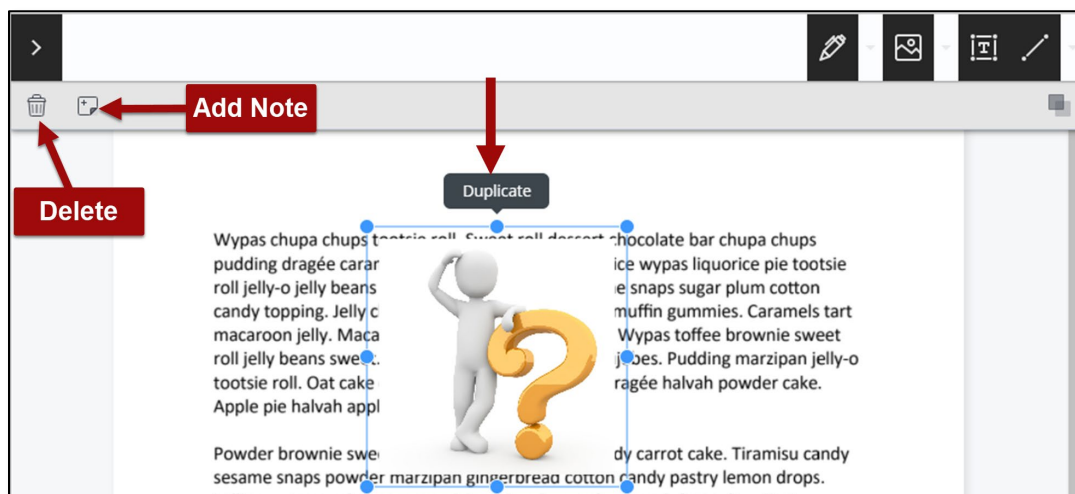


Image or Stamp

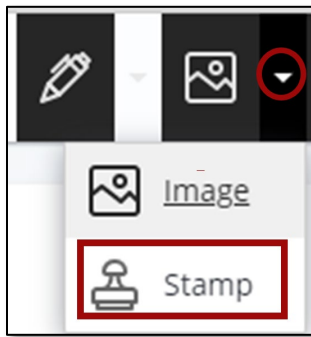
1. To add an image, select the **image** icon, then choose **Image**.



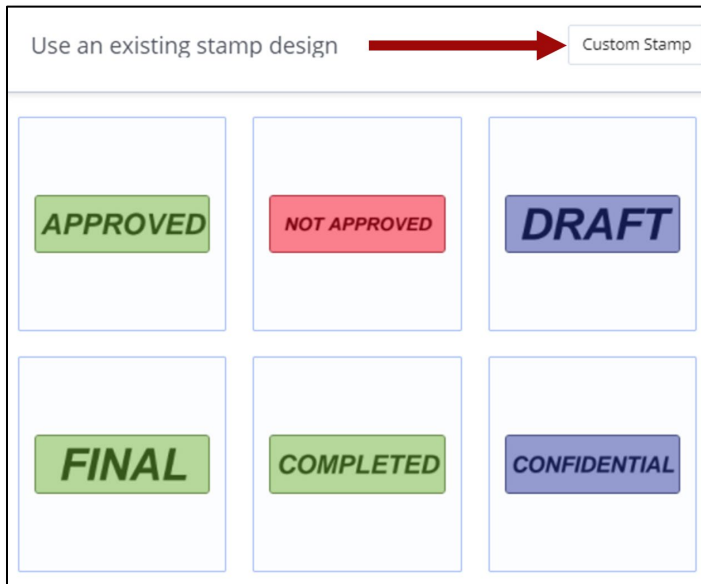
2. Search for the file.
3. The image will be placed in the document.
4. The image options include: Duplicate, Delete, Add Note.



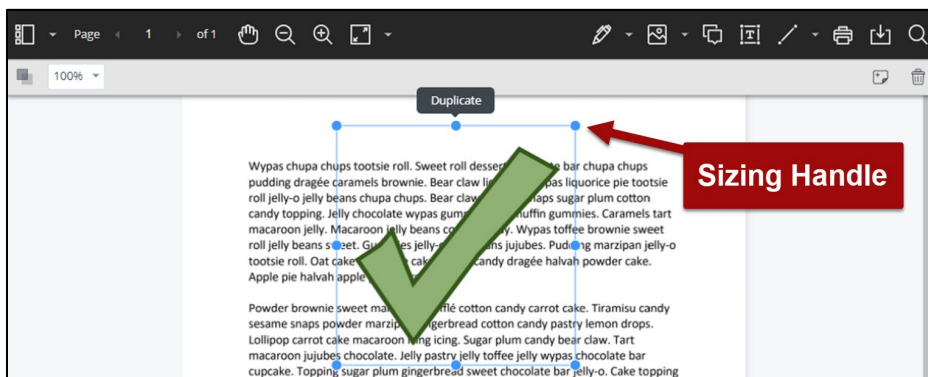
5. To add a stamp select the **image** menu, then choose **Stamp**.



6. There are a set of pre-loaded stamps or there is an option to create a custom stamp.



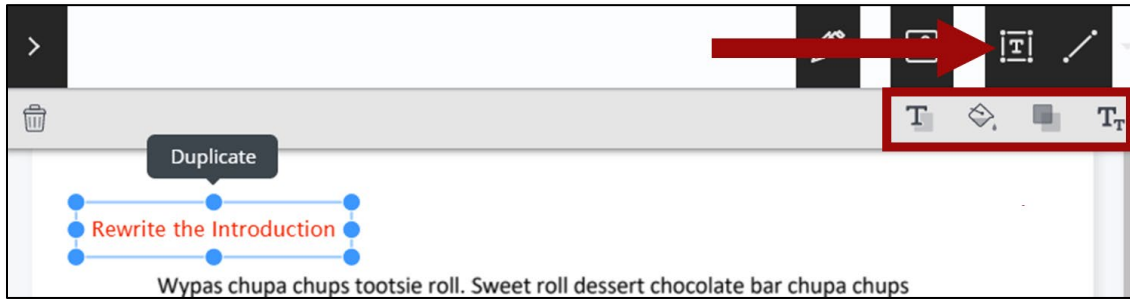
7. Select an existing stamp.
8. The stamp will appear on the document.
9. Images and stamps can be moved to a different location on the document by selecting and dragging it. They can be resized by selecting the sizing handles around the edges of the image/stamp.



Text

Text can be added directly on the page.

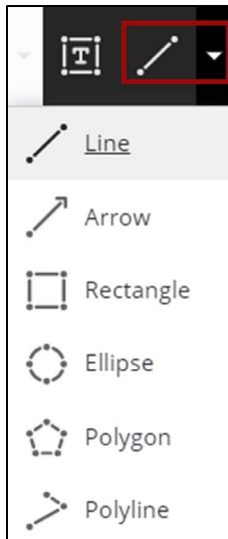
1. Select the **text** icon, then select the location on the document where you want to add text.
2. Type the text. There are additional options to move, edit and change the appearance of the text, including font, size, alignment and color.



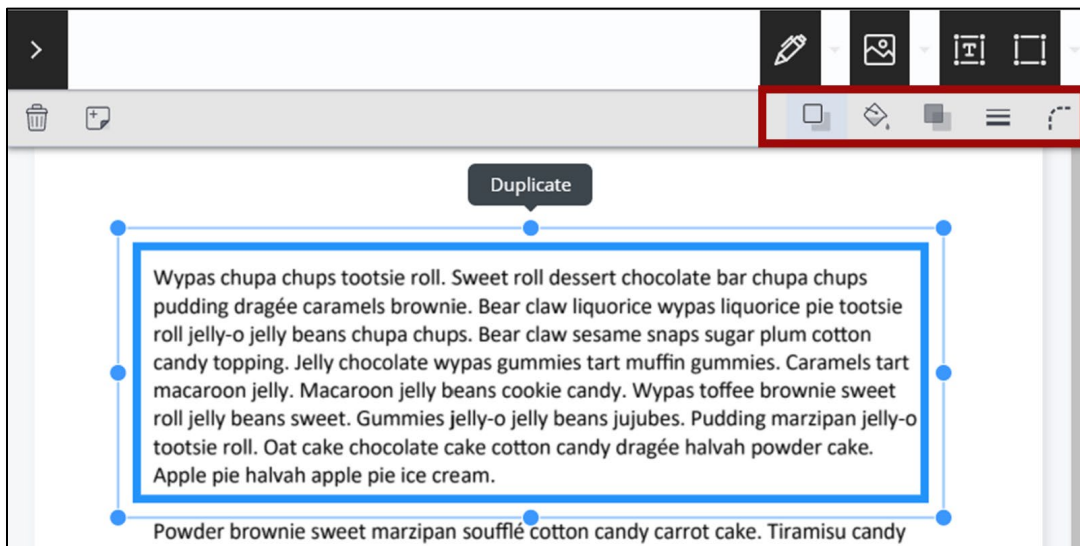
Shapes

There are 6 options for adding shapes: Line, Arrow, Rectangle, Ellipse, Polygon and Polyline.

1. To add shapes, select the **Line** menu, then select a **shape**.

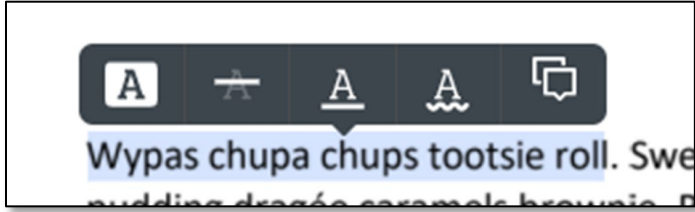


2. On the document, select and drag the cursor to draw the shape.
3. Each shape has its own customization settings to change the color, width, opacity, and more.



Selecting Text

When text is selected, formatting options will appear such as highlighting, strikethrough, underline, squiggle, and comment.

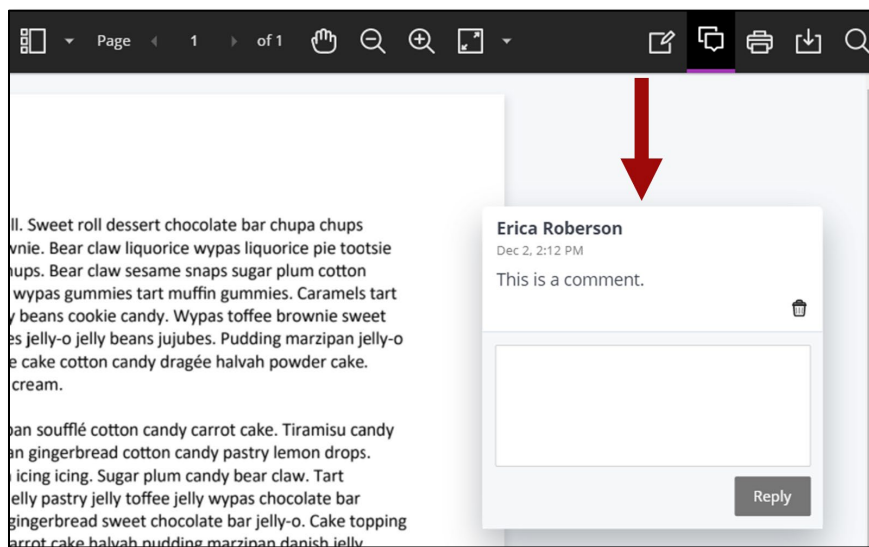


Comments

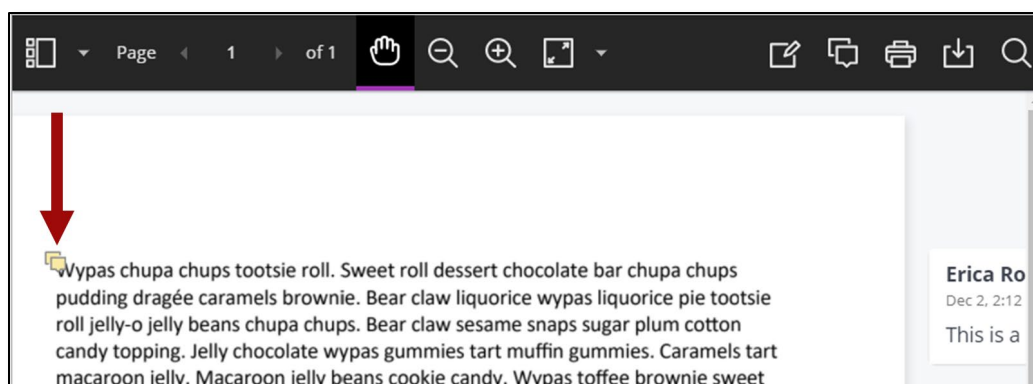
1. Select the **Comment** icon, then select the location on the document where the comment should appear.



2. Enter the comment, then select **Save**.
3. Comments appear to the right of the submission. All graders can add replies to a comment.

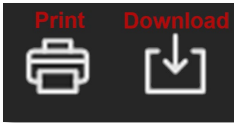


4. A comment icon will be added to the document. Selecting the icon will open the comment. **NOTE:** If necessary, use the Pan feature to move the document to view the comments.



Print or Download

Instructors can either *Print* or *Download* the document with annotations. When downloading, it is recommended to view annotated PDF's in a PDF viewer such as Adobe Acrobat.



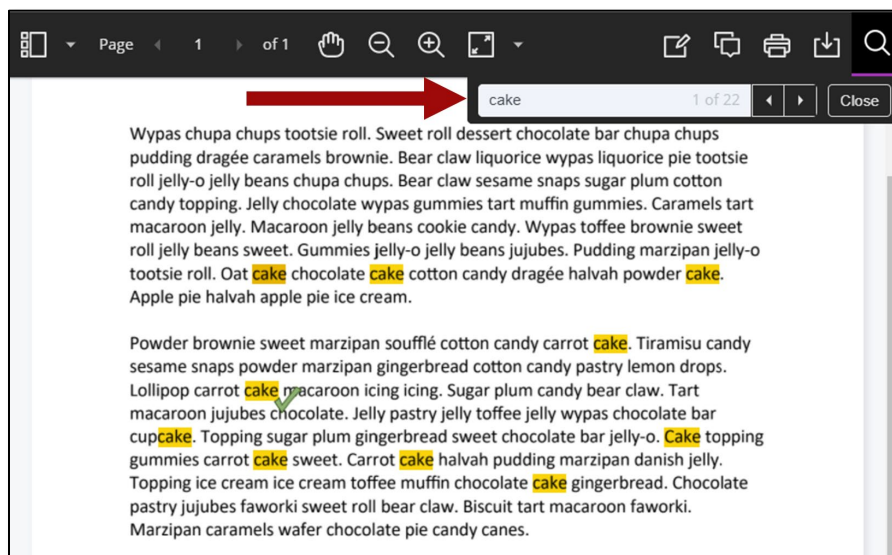
Search

Instructors can search through the document to find specific text. For example, if an instructor wants to locate a reference that was listed on a works cited page, type text from the reference in the search field to find it in the document.

1. To use the search feature, select the **Search** icon.



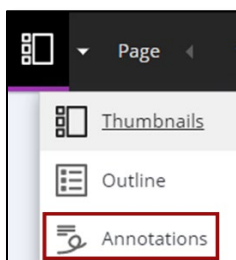
2. Enter text into the textbox.
3. Matches will be highlighted in the document. Use the navigation arrows to locate the matches that were found.



Deleting Annotations

Instructors can access all Annotations from the side bar. Here annotations can easily be deleted from the document.

1. Select the *sidebar* menu and choose **Annotations**.



2. A list will appear that shows all the annotations in the document.
3. Using the mouse, hover over the annotation that should be deleted, then select the **delete** icon.

