

## Annotations Environment Quickguide

The Annotations Environment enables faculty and students to review and comment upon a specific piece of written work or some other digital artifact. The instructor submits student (or other) work to the Annotations web environment, where faculty and/or students can then read or view the work, review comments made by others, and add their own comments at the paragraph level. Comments are collected alongside the original paragraphs; a print-view function is available so that results may be printed.

**For Instructor Access:** To gain instructor-level access to the Annotations Environment, contact your ITD consultant. Instructor-level access provides the ability to 1) Create or remove a group 2) Add, edit, and remove documents in a group, and 3) Edit or delete comments. Student-level users can add comments to a document.

**Log In:** Access Annotations at: <http://www.itd.depaul.edu/Annotations>. Use your Campusconnect username and password to log in. Note: The first time a new user logs into the application, they are required to provide a name and an email address.

**Groups:** After logging in, a list of *existing groups* is displayed. The Group Name links to that group. Each name in the Owner column is an e-mail hotlink. ITD recommends removing or archiving groups once they have served their purpose.

NOTE: At this time, Instructor-level access applies to ALL groups – Please DO NOT remove or archive any groups you did not create!

- **To Add a Group** – Below the list of existing groups, click on the “Add New Group” button. Provide a name for that group - a course title or number, for example. There is an option to add a password to your group (Note that, without a password, any DePaul user has the ability to access your group). Because of the Campusconnect authentication system, Annotations can not be accessed by people outside the university.
- **To Remove a Group** – To remove a Group select the box to the right of the group in the column marked “Remove.” Then scroll down to the bottom of the page and click on the button, “Process Checked Groups.” Removing a group also removes all documents and comments within that group. Removing a group is an action that cannot be reversed.
- **To Archive a Group** – To archive a Group, select the box to the right of the group in the column marked “Archive.” Then scroll to the bottom of the page and click on the button, “Process Checked Groups.” Archiving a group also archives all documents and comments within that group. Archived groups can only be re-accessed with assistance from the ITD professional staff.

**Documents:** Once a group is selected, the list of documents contained within that group is displayed. Documents can be viewed and annotated, by clicking on the document name.

- **Adding Documents** - Only Instructors can add new documents. Once inside the Group, click on the "Add New Document" button. Provide a title, author, and instructor (optional). Enter text into the textbox by typing or by copying and pasting. Annotations breaks the document into paragraphs by searching for carriage returns (hard breaks). Therefore, when adding your document, designate whether paragraphing has been done by a single or double return. Note: It is possible to add hotlinks into the document textbox using basic html code.
- **Removing Documents** - Only Instructors can remove documents by checking the "Remove" check box and then clicking on the "Update documents" button.

**View and Comment on Documents:** Documents are displayed in a two column format: on the left the text is divided by paragraphs. The column on the right contains a text window for each paragraph. Comments, once entered into a textbox, will appear above the text window and will include the name and email address of the commenter, as well as the date and time of the comment.

**To Print Comments:** To preview a document in a printable format, click on the "Show in printable format" button below the document page. This will display both the document (in the left column) and the comments along the right, but without the text input window. From this view, use the browser's print function to make copies.

Switch back to the document view by clicking on the "Allow Adding comments" button at the bottom of the page.

**For More Information:** For questions, comments or further help please send email to [itd@depaul.edu](mailto:itd@depaul.edu)