

Annotations Environment Quickguide

For Students

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.

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

1. **Choose a Group** - After logging in, a list of *existing groups* is displayed. Click on the Group Name provided by your instructor. If your instructor set up a password, type it in here.
2. **Choose a Document** - Once a group is selected, the list of documents is displayed. Click on the title of the document you wish to view.
3. **View and Comment on Documents** - Each document is displayed in a two column format: on the left is the text divided into 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.

If the text includes hotlinks: use the right-click function (on Windows machines) to open the link in a new window. This will allow you to move back and forth between the web site you are reviewing and Annotations.

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, please send email to itd@depaul.edu.