BB Annotate Start Guide

Learning Design and Development

BB Annotate is the new inline marking tool available from LearnJCU. It allows teachers to access a student's submitted assignment online and provide inline grading feedback.

Supported browsers and file types

Supported file types will open from the following browsers:

- Firefox
- Chrome
- Safari
- Edge

You can view and annotate the following documents:

- 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, BMP, TGA)
- Medical Images (DICOM, DICM, DCM)
- PDF
- PSD
- RTF
- TXT
- WPD

Original formatting and embedded images are preserved. If a student has uploaded an unsupported file, you will be prompted to download it. Please note, BB Annotate relies on submissions with attached files. It does not inline grade comments/answers created in the text (for example, answers to an essay question).

Bb Annotate menu

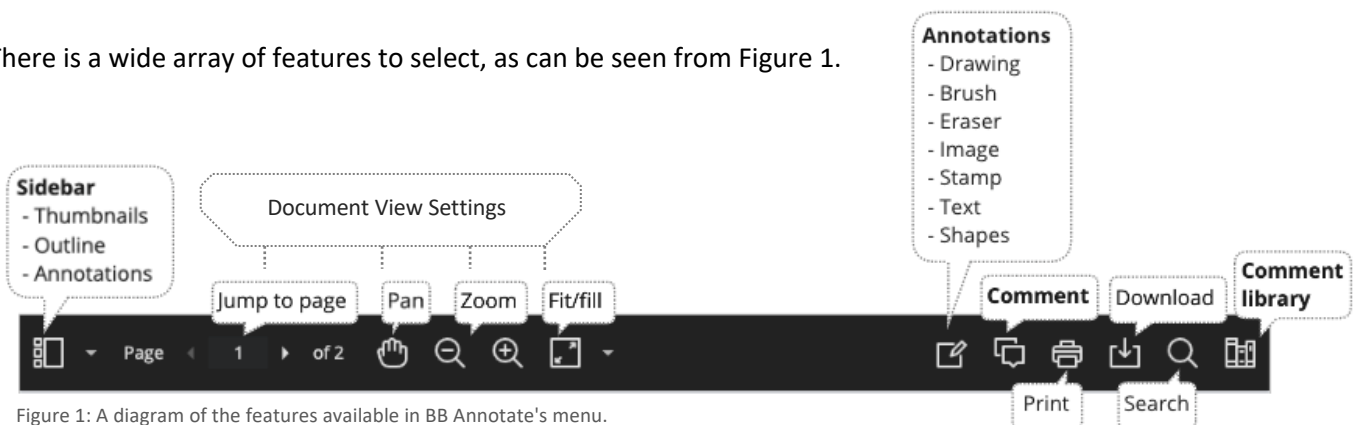There is a wide array of features to select, as can be seen from Figure 1.

Figure 1: A diagram of the features available in BB Annotate's menu.
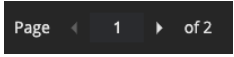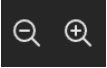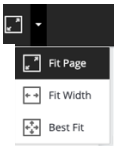
As part of the responsive design, the menu will appear differently based on the screen size.

On medium and small screens, the 'Document View Settings' will change to display the page number being viewed, and annotation tools will be visible under the 'View Annotation Tools' icon. On small screens, the 'Comment Library' will be hidden.
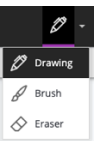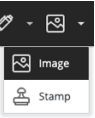
Sidebar view

Thumbnails of each page show an overview of the document and are clickable to go straight to the required page.

The **Outline** is based on outlines or contents within word or PDF documents. Most of the time students will not apply this to their document, therefore, this will not usually be seen.

Annotations list all annotations with the exception of comments.

Document view settings

Page navigation allows you to jump to a specific page.

Use the **hand/pan tool** to move around the page. Very handy to quickly see a part of the document that may be hidden due to the frame size.

Zoom in and out.

Adjust the view to 'fit the page', 'fit the width' or select the 'best fit' for quick view adjustments.

Annotations

Drawing, Brush and Eraser – Use the drawing and brush tools to freely draw on the document using an assortment of colors, line thickness, and opacity. Use the eraser to remove parts of the drawing or use the trash icon to delete the whole drawing.

Add an **image or stamp** to the document. There are pre-loaded stamps, such as, a tick or cross stamp. You can also create your own customised stamps.

Add **text** directly to the document. There are 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'. Each choice has its own customisation settings to change the color, width, opacity, and more. These settings will need to be reset each time you log into LearnJCU to make new annotations.

Any **comments** you add to the document to provide for feedback will appear to the right of the submission. You can highlight the text and then add a comment to clearly show what part of the document it relates to the comment. **Don't forget to click on the 'Comment' button, underneath the comment text to save it!**

Highlighting

When **highlighting text** on a submission, an additional menu will appear. This menu allows you to highlight, strikethrough, underline, or comment.
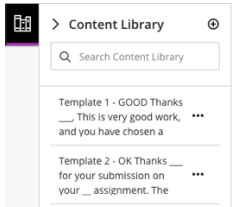
Print or download

Print or download the annotated document. When downloading, it is recommended to view annotated PDF files in a native PDF viewer such as Adobe Acrobat.

Search

Search through the document to find specific text. Great bonus feature!

Content library

The **content library** allows you to create a bank of re-usable comments. You can easily add, edit, delete, or search through comments in the library. These comments will be available to ONLY you in ALL your subject sites.

Student view

After you have provided a grade, students can access the annotated files but will not be able to add annotations in their submissions.