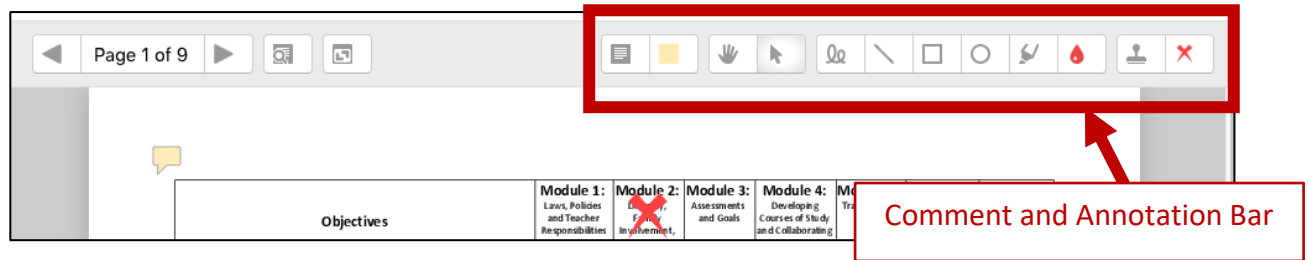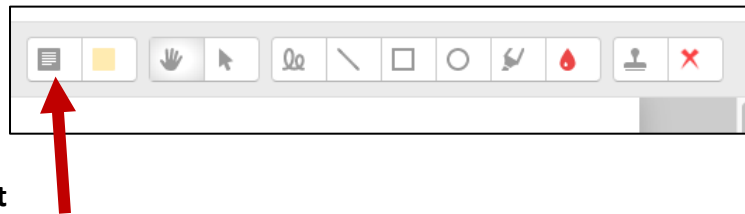# Moodle Assignment Grading – Annotate PDF Submission

You can place text comments, annotations, and stamps directly on submitted PDF assignments within the detailed grading view. If students have uploaded a PDF file to the assignment area, the PDF will appear in the main part of the detailed grading page.

Using the Comments Feature

Comments work like post-it notes being directly placed on an assignment. You can type text into the note to leave a comment.

Create a Comment
1. Click the *Comments* button.
2. Place your cursor over the page where you want to make a comment.
3. Hold down your left mouse button and drag to make a comment box. Your cursor will move inside the comment box as soon as you let go of the button.

Delete a Comment
1. Hover your mouse over or click the comment you wish to delete to expand the comment.
2. Next, click on the arrow icon in the upper-right corner of the comment.
3. Select *Delete Comment* from the drop down menu.

Using the Annotation Tools

You can annotate an assignment with many different shapes, highlights, or basic pen marks.
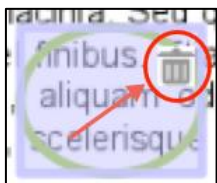

Create an Annotation

1. Click the *annotation color* (ink drop button in the image above) to select the color you wish to use.
2. Click the annotation tool you want to use (from left to right in image above):
   a. Pen – freehand "write" notes or other markup
   b. Line – draw a straight line
   c. Rectangle – draw a box
   d. Oval – draw a circle
   e. Highlight – put a transparent color over text, like a highlighter pen
3. Place your cursor on the portion of the text you want to annotate.
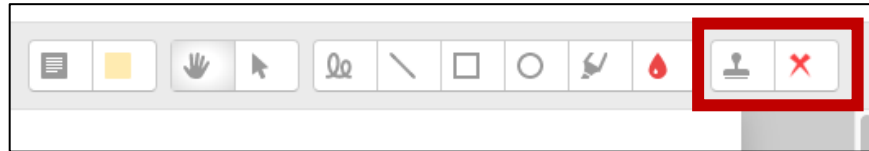4. Hold down your left mouse button and drag your cursor to make the annotation.

Delete an Annotation

1. Click the Select button on the Comment and Annotation bar.
2. Click the annotation you want to delete. The annotation will highlight and a little trash can icon will appear.
3. Click the trash can icon.

Using the Stamp Tool

The stamp tool will place a selected image on the assignment for more visual feedback.

Creating a Stamp

1. Click on the Stamp button on the right. A drop down menu of stamps will appear.

2. Next, click the stamp icon you want to use.
3. Click on the paper where you want to place the stamp.
4. To create a larger stamp, press down and hold your left mouse button and drag to the size you want.

Deleting a Stamp

1. Click the Select tool.
2. Click on the stamp you want to delete. The stamp will highlight and a little trash can icon appears.
3. Click the trash icon to delete the stamp.