

Student Knowledge Base



SOUTH ALLEGHENY
SCHOOL DISTRICT

STKB084 iPad - Canvas - Submit a PDF with Annotations for an Assignment

You can open the Canvas App through Clever. [See STKB068](#) to see how this is done.

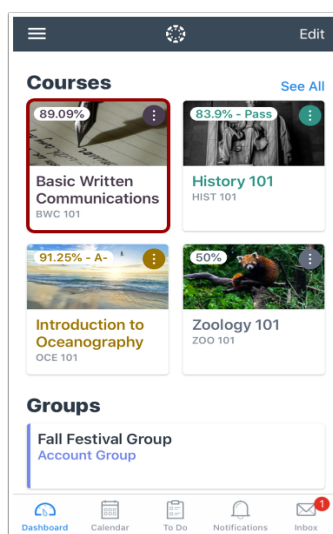
- Canvas allows you to add annotations to PDF files for assignment submissions. Available annotations include highlight, underline, squiggly, strikeout, free text, and drawing.
- The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.



In Clever, click the Canvas app  to automatically log into Canvas.

Open Course

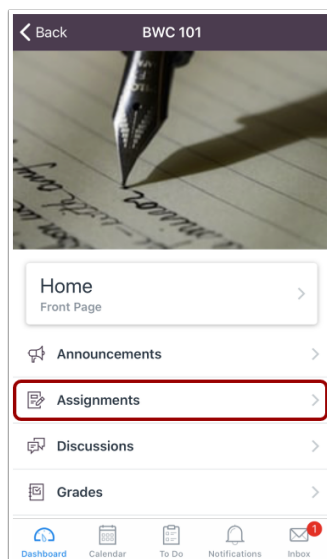
On the Dashboard, tap the name of the course you'd like to view.



Open Assignments

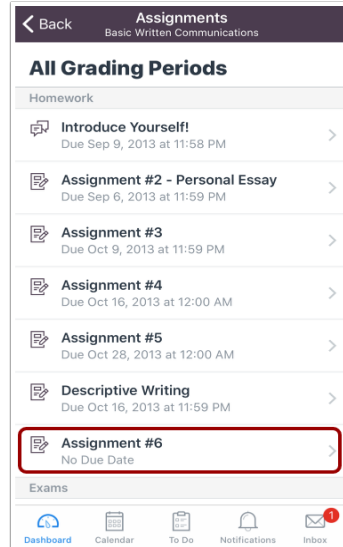
Tap the **Assignments** link.

Note: You may have to swipe your screen to view the Assignments link.



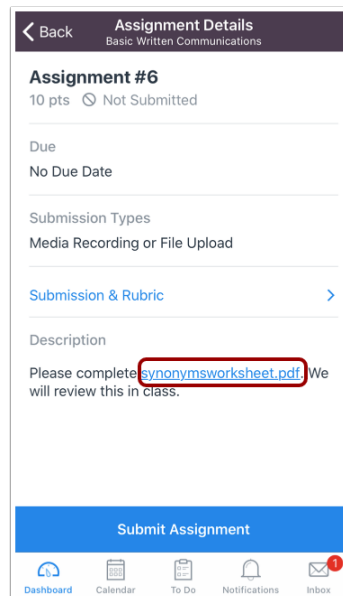
Open Assignment

Tap the name of the assignment.



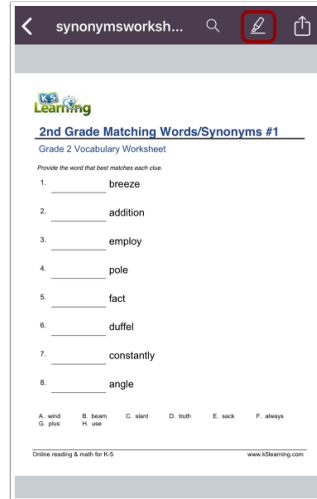
Open Link

Tap the file link in the assignment's Description field.



Edit PDF

Tap the **Edit** icon.



View Toolbar

Use the toolbar to select your annotation tools.

To add highlight, underline, squiggle, or strikethrough text annotations, tap the **Text Formatting** icon [1].

To type text or add a comment, tap the **Free Text** icon [2].

To add color annotations, tap the **Pen** icon [3].

To highlight text, tap the **Highlight** icon [4].

To free-draw shape annotations, tap the **Drawing** icon [5].

To erase changes, tap the **Eraser** icon [6].

To draw arrows, lines, or shape annotations, tap the **Line** icon [7].

To add a link as an annotation, tap the **Link** icon [8].

To undo or redo an annotation, tap the **Arrow** icons [9].

To close the toolbar, tap the **Close** icon [10].

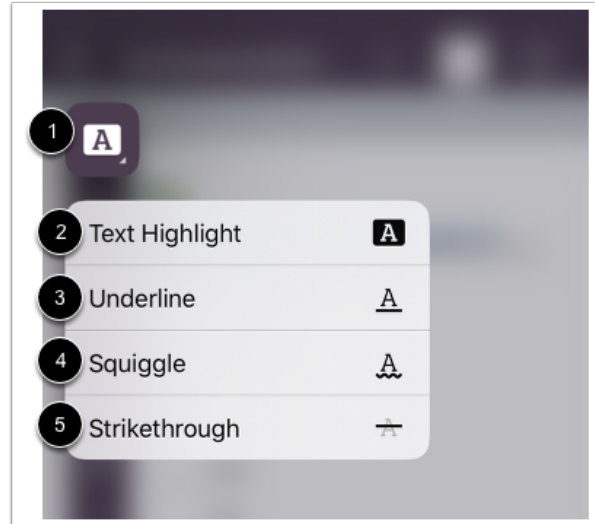
To move the toolbar, tap and hold the drag handle [11], and move it to the new location. The toolbar can be relocated to either side of the screen.



Use Text Annotation Tool

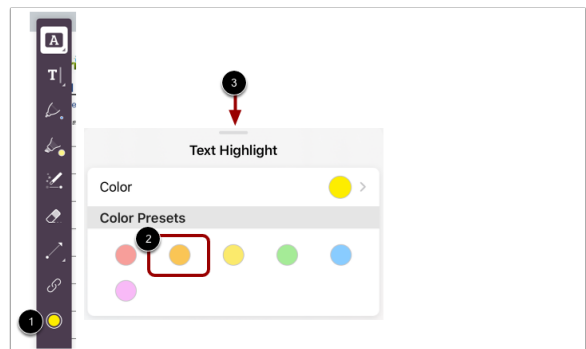
To view the text annotation options, tap and hold the **Text Formatting** icon [1].

The Text Format option allows you to highlight [2], underline [3], squiggle [4], and strikethrough [5] text.



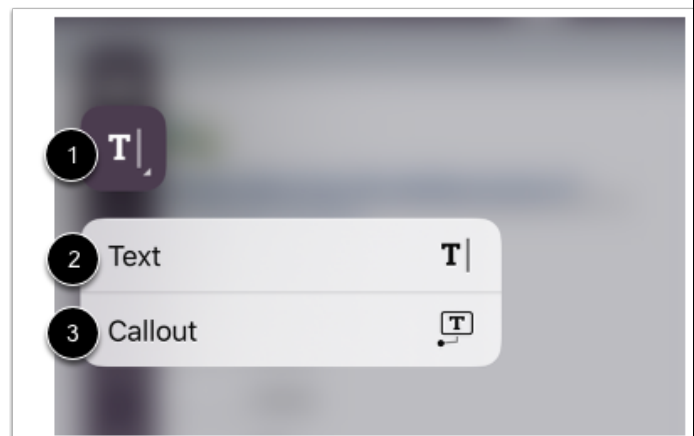
Change Text Annotation Color

To change the text annotation tool color, tap the color icon [1], then tap to select a color [2]. To dismiss the menu and add annotations, swipe down on the menu [3].



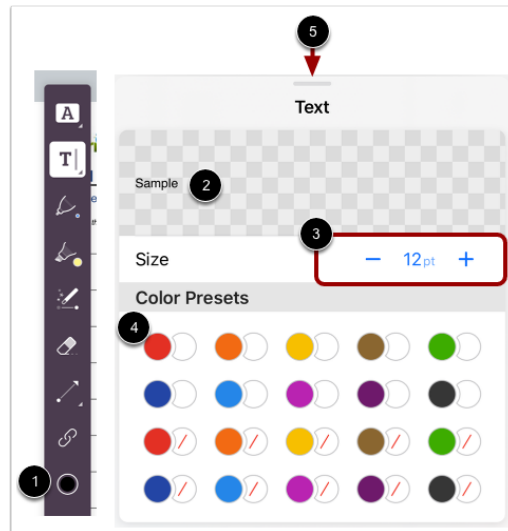
Use Free Text Annotation Tool

To view the text annotation options, tap and hold the **Free Text** icon [1]. You can select to add text [2] or add comments [3].



Select Free Text Formatting

To format your text annotations, tap the color icon [1]. You can preview your formatting options in the Sample field [2]. You can adjust the font size [3] and color [4]. To dismiss the options and add annotations, swipe down on the menu [5].



Use Pen Annotation Tool

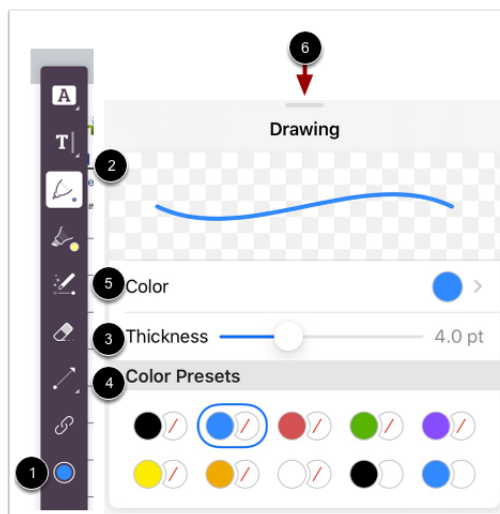
You can draw thin lines, bold lines, and shapes. Tap the **Pen** icon.



Select Pen Formatting

To format your pen annotations, tap the color icon [1]. You can preview your formatting options in the Sample field [2]. You can adjust the pen thickness [3] and color [4]. For more color options, tap the **Color** menu [5].

To dismiss the options and add annotations, swipe down on the menu [6].



Use Highlight Annotation Tool

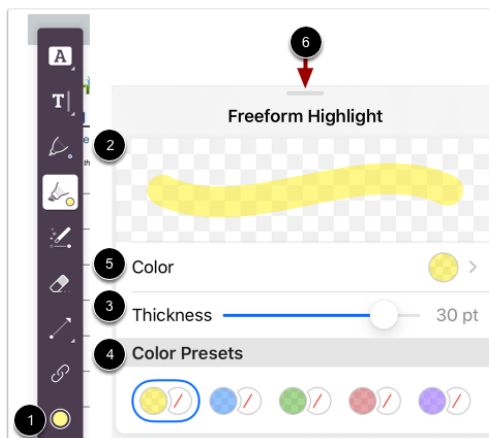
You can highlight text. Tap the **Highlight** icon.



Select Highlight Formatting

To format your highlight annotations, tap the color icon [1]. You can preview your formatting options in the Sample field [2]. You can adjust the highlight thickness [3] and color [4]. For more color options, tap the **Color** menu [5].

To dismiss the options and add annotations, swipe down on the menu [6].



Use Free-Draw Annotation Tool

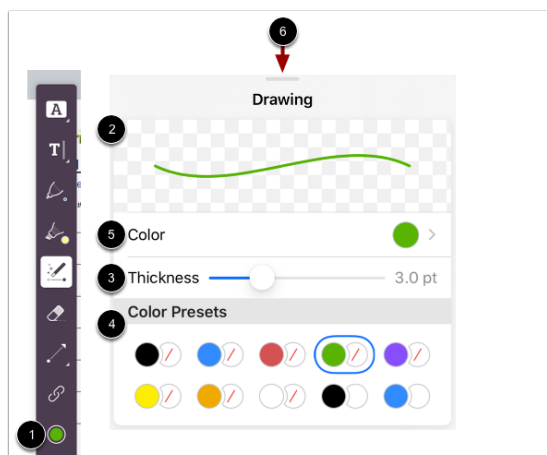
You can free-draw lines and shapes. Tap the **Free-Draw** icon.



Select Free-Draw Formatting

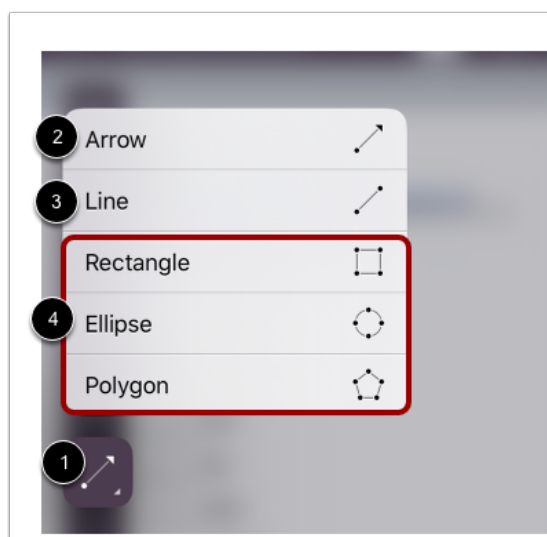
To format your free-draw annotations, tap the color icon [1]. You can preview your formatting options in the Sample field [2]. You can adjust the free-draw thickness [3] and color [4]. For more color options, tap the **Color** menu [5].

To dismiss the options and add annotations, swipe down on the menu [6].



Use Line Annotation Tool

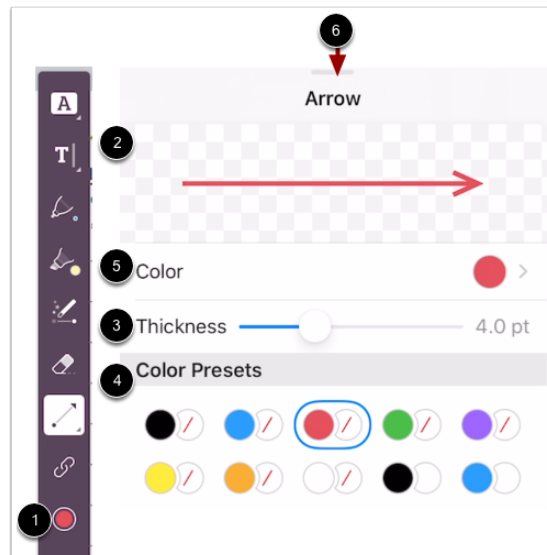
To view the line annotation options, tap and hold the **Line** icon [1]. You can draw arrows [2], lines [3], and shapes [4].



Select Line Formatting

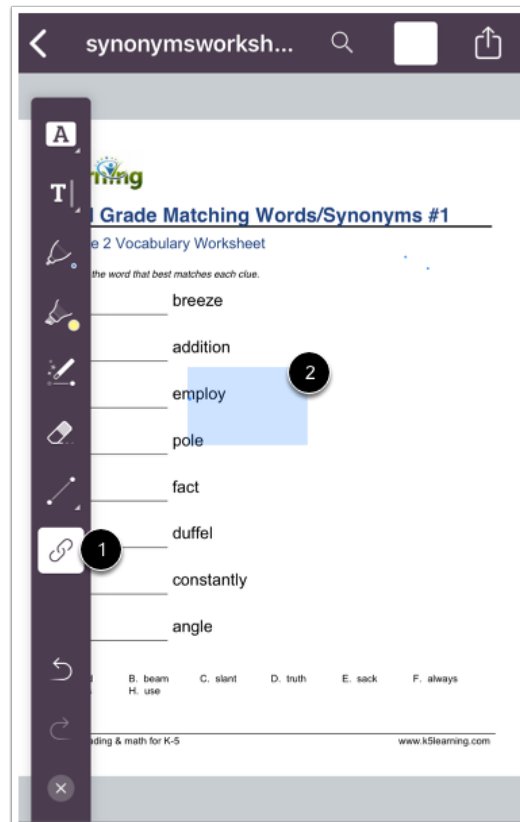
To format your line annotations, tap the color icon [1]. You can preview your formatting options in the Sample field [2]. You can adjust the line thickness [3] and color [4]. For more color options, tap the Color menu [5].

To dismiss the options and add annotations, swipe down on the menu [6].



Use Link Annotation Tool

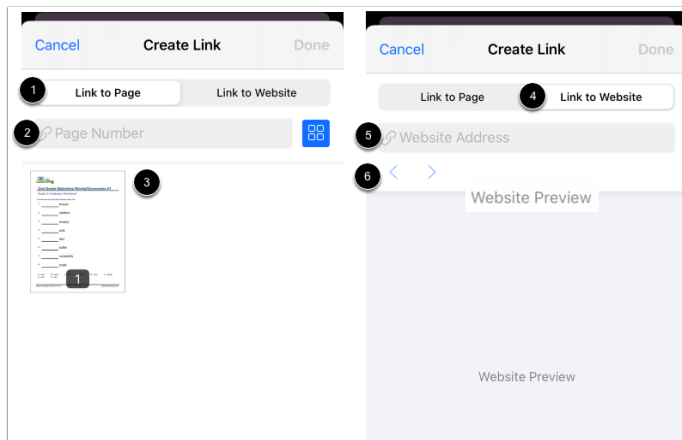
You can add links as annotations. Tap the **Link** icon [1]. Then tap and drag to select the area where you wish to add your link [2].



Create Links

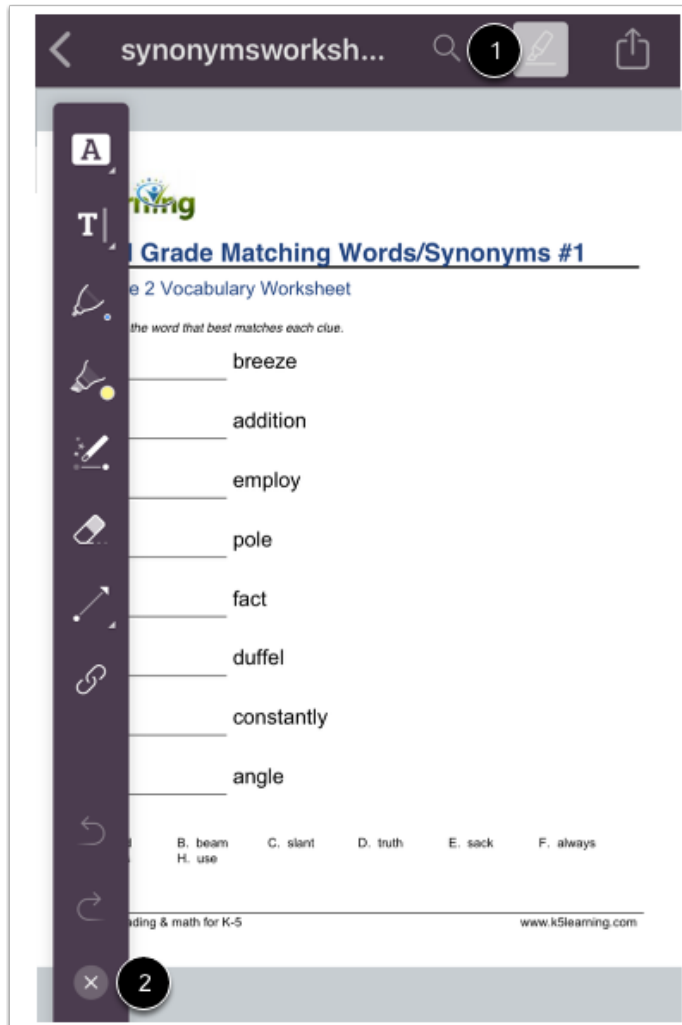
To link the selected area to another page in the same document, tap the **Link to Page** option [1]. Enter a page number [2] or tap to select a page [3].

To add a website link to the selected area, tap the **Link to Website** option [4]. Enter a URL in the Website Address field [5]. Preview your content in the Website Preview window [6].



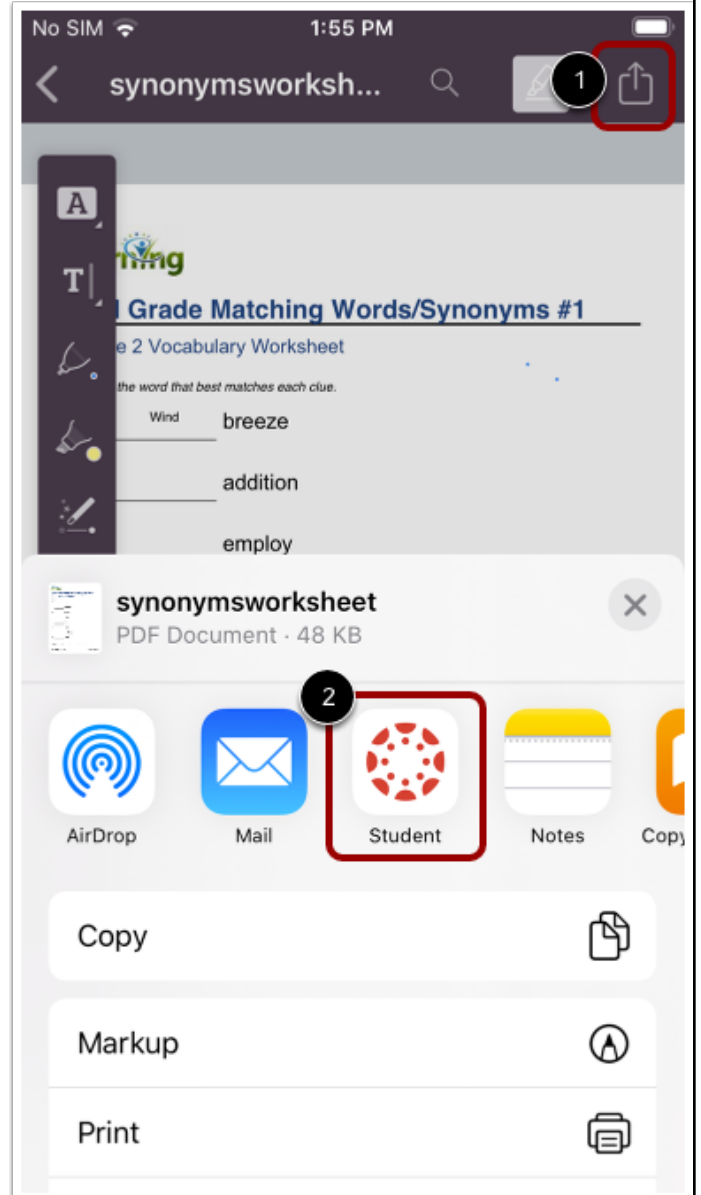
Close Annotations

When you are finished adding annotations, tap the **Close** icon [1] or tap the **Edit** icon [2].



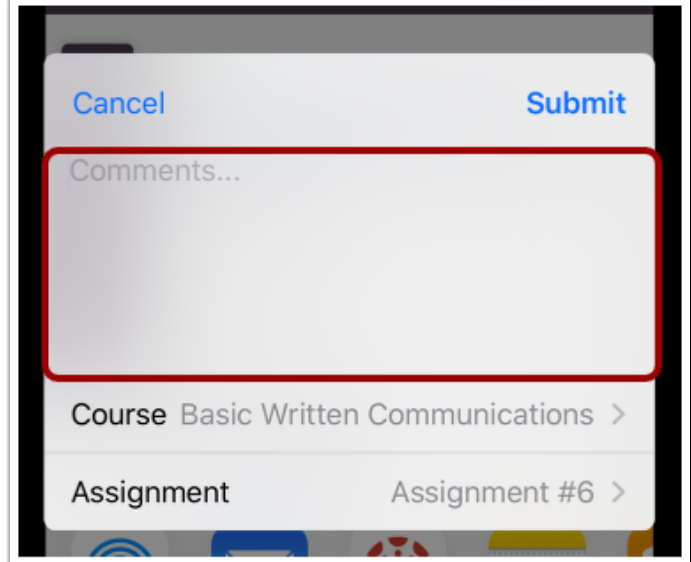
Open Share Menu

Tap the **Share** icon [1] and then tap the **Student** button [2].



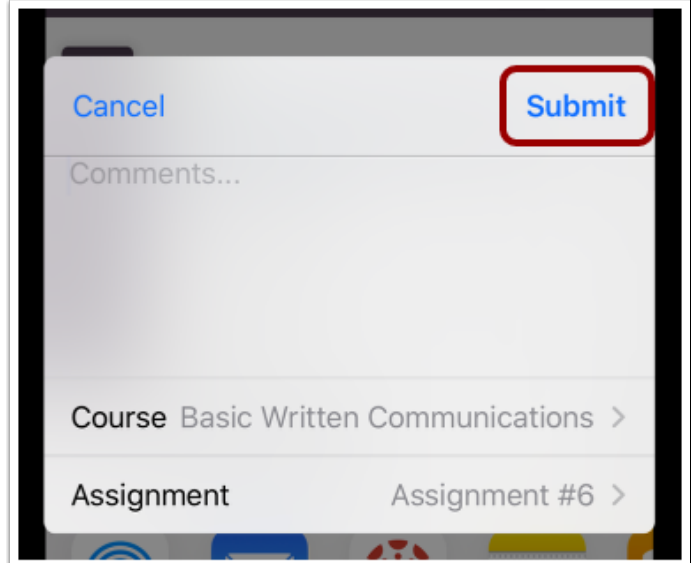
Add Submission Comments

Type your assignment comments in the Comments field.



Submit Assignment

Tap the **Submit** link.



Contact the Help Desk with any questions.
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