

PDF Assignments Inside Canvas

Hey, Richmond County Raiders, this video is going to take you through the steps to completing an assignment that your teacher wants you to download a PDF and annotate write on that PDF. So you might come across an assignment in a module that your teacher has given you instructions and says, Hey, take this PDF, download it and upload it to annotate on it, to draw on it, to answer the questions on it. Well, previously, if they had a PDF at school, they would just pass it out to you and you would write on it with pencil and paper. But times are different now. So if you come across an assignment that looks like this and says download and annotate the PDF below, here is what we're going to do to be able to submit this assignment and get to write on this PDF, right from our computers. So right here, I can look and I can see this is what my teacher wants me to complete, but how am I supposed to write on this? Here's what we're going to do. And it might seem a little backwards at first, but hang on there with me and it'll become much easier.

So the first thing that we're going to do is we are going to download that PDF and to download the PDF, you're just going to click on that link. So once I click on that link, the download is going to pop up at the bottom.

So I'm going to click it. And it's going to download down here for me. Now, I want to leave that right there. I'm not going to do anything with it yet. And so the next thing that I'm going to do in this, this is where it seems backwards. I'm going to press that submit assignment button first right away before I even open this PDF. So I'm going to click submit assignment. And then down here you can see I can choose a file. Now, I want to upload that PDF to write on. So what I'm going to do is going to click this PDF down here and I'm just going to drag it right to here. And then I can see that it's placed inside of there. And now I'm going to submit the assignment. And so now you're thinking, but I didn't do anything to that assignment. How are they going to know my answers? Now, you have to go back through and answer the PDF. So to do that, you're going to go over to the right hand side and press the link that says submission details. Then you have all of your submissions that are listed here. right now, all you have submitted is that blank PDF. We're not going to click that link, but what we're going to click is this view feedback link. So this is going to let us be able to add answers, draw on, add text box right to that PDF. So I'm going to click view feedback and then I get the PDF, but it's super small in this window and it's hard to work with. So I'm going to press this double arrow, this line right here, and that's going to make it open up in full screen. So I'm going to click that, and then what happens is I get a bunch of tools up at the top here. And so this lets me add things to this document now. So I need to go through and classify these quadrilaterals.

So the way I can do that is I can go through and I can use tools up here. I can add a comment. So maybe I'm having a really hard time with this one so I can leave my teacher comment on. I'm not sure about this, please help!. OK, so we're going to leave that comment there. The teacher will get it. The other thing that you can do is the highlighter. So maybe you want to highlight a certain question. Maybe you want to highlight text or something. So maybe you're like, oh, I don't really maybe it's an assignment where your teacher wants you to highlight inside of a paragraph so you can just select that text and it highlights for you just like that. The next feature is a text box. So if you click this 'T' up here, you can start creating text box. So that's one way you can write your answer. So I know that this one is a rectangle, so I'm going to type rectangle. I know that this one is a square, so I'm going to type square. I see a rhombus on here. I see a trapezoid on here. I can go through and do all of those answers. And the last tool that I'm going to talk about, well, I guess not the last tool. There's maybe three more. The next couple of tools. This tool right here is a strikeout tool. So if you're reading a paragraph and your teacher wants you to get rid of certain words or certain sentences that don't make sense, you can then go ahead and highlight those text and it would strike through. The next tool is the drawing tool. And so this lets you draw a free hand. So if you wanted to, you can go through and write the word rectangle on there.

So let's see. I can go through and write that I can leave a comment, I can leave a smiley face, letting my teachers know that I'm happy or whatever you want to do. And then the last tool is kind of like if you were adding a circle or something around words, you can go ahead and click the square. And instead of adding a circle, it would just be a rectangle around those words. But you can box out words and things like that.

So then you're able to go ahead and finish your assignment, finish your worksheet. When you're done and you're ready to submit this, you're going to press that double arrow up here to minimize the screen. You're going to press the X here. And then you're going to resubmit the assignment, you're going to resubmit it so that your teachers can see your annotations, they can see your answers. So then you're going to resubmit it and your teacher will know that they're looking out for two submissions. So you're going to press resubmit. And then you're good to go. So then when you go back into your submission details. You have your submission here and when you go back into feedback. You can see all of the things that you wrote and did on here, and your teacher will be able to see that as well. So then they can go through and give you feedback and they can write on your worksheet and give you comments and let you know how you did. If you have any questions, please ask your teacher and they would be able to help you. Thanks, guys.