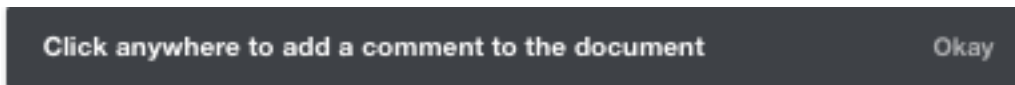
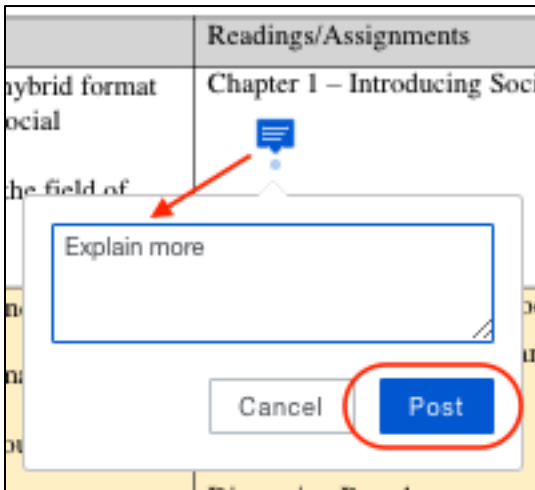


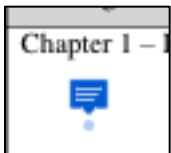
Step 4: To add a Comment, click on the Comment Icon and you will see a message:



Step 5: Click **Okay** and click in the Document. You will see a box open up to add your comment. This example says "Explain more." Then, click **Post**.

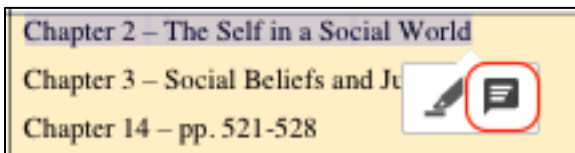


You will then see the Comment Icon within the document (instead of opening up a panel on the right hand side of your screen which is how annotations displayed in the previous version).



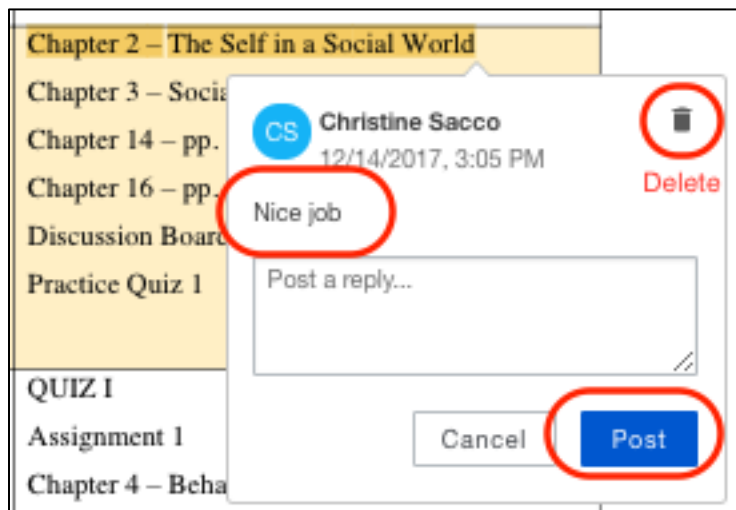
Students will need to click on that icon to see your comment.

Step 6: To highlight, begin by highlighting the text you would like to comment on and you will see a comment box appear:

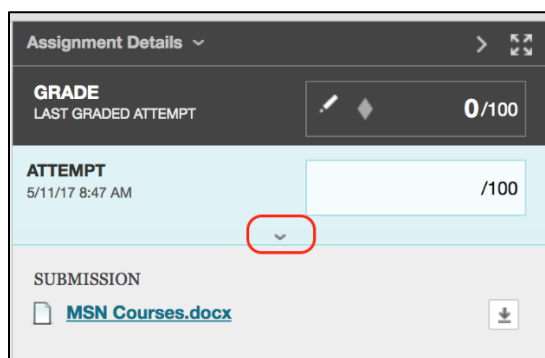


Click on the Comment icon and add your comment. This says “Nice job” Then, click **Post**.

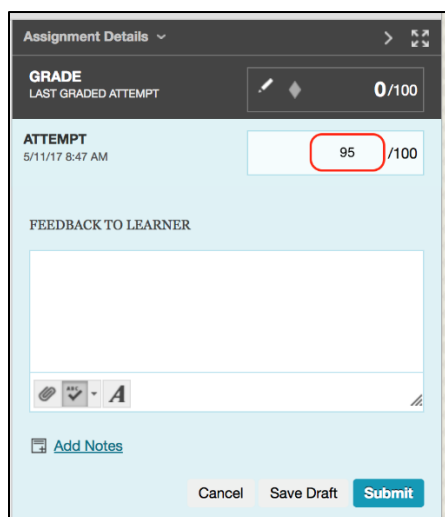
Note: To Delete a comment, click on the Trash Can in the upper right hand corner of the comment box.



Step 7: After you have added your comments you can add overall feedback by clicking on the down arrow:



Then the final step is to enter the grades in the attempt box



When the student goes to MyGrades, they will see your annotations, feedback, and grade.