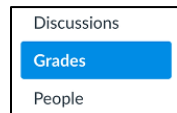# Viewing & Printing Instructor's Comments in Canvas

**Viewing Instructor Comments (also known as Annotations)**

Students may view comments from instructors in their assignment submission in Grades.

| Discussions |
| --- |
| **Grades** |
| People |

Access the course in Canvas, and click on the **GRADES** link located in the course navigation menu.

Click on the title of an assignment.

| Logical Fallacy Project | Mar 22 by 11:59pm | - | 100 | |
| --- | --- | --- | --- | --- |
| • Research Paper | Mar 24 by 11:59pm | 23 | 35 | 📋 |
| Tools and Measurements | Apr 3 by 11:59pm | - | 7 | |

Click on the **View Feedback** button.

## Submission Details

### Research Paper

Emily Boone submitted Jan 16 at 2:38pm

📄 **Research Paper.docx**  52 KB                    **View Feedback**

1. View the annotated comments from your instructor.
2. To reply to a comment, click on the comment and click on the Reply button.
3. When an annotated comment includes multiple content lines, the content box displays an ellipses link.
4. To expand a comment, click the ellipses link. To view stacked replies, click the comment to expand all replies.



You may enlarge the screen by clicking on the **DOUBLE ARROW** button in the docuviewer.

**Printing Comments Using Firefox Browser**

To print a PDF of the submission and Instructor comments, click on the **Download** icon.
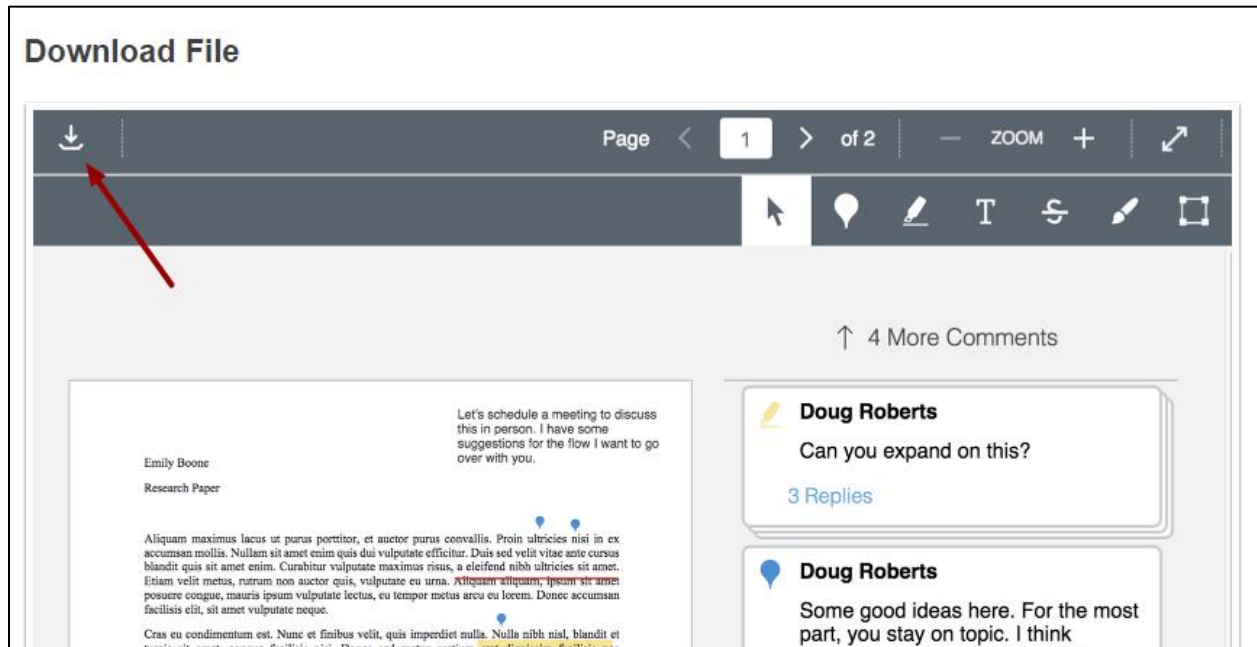


A display box will appear with the option to either open or save your document (in PDF file).

Select "Open with Adobe Acrobat DC (default)" and then click on the **PRINT** icon.
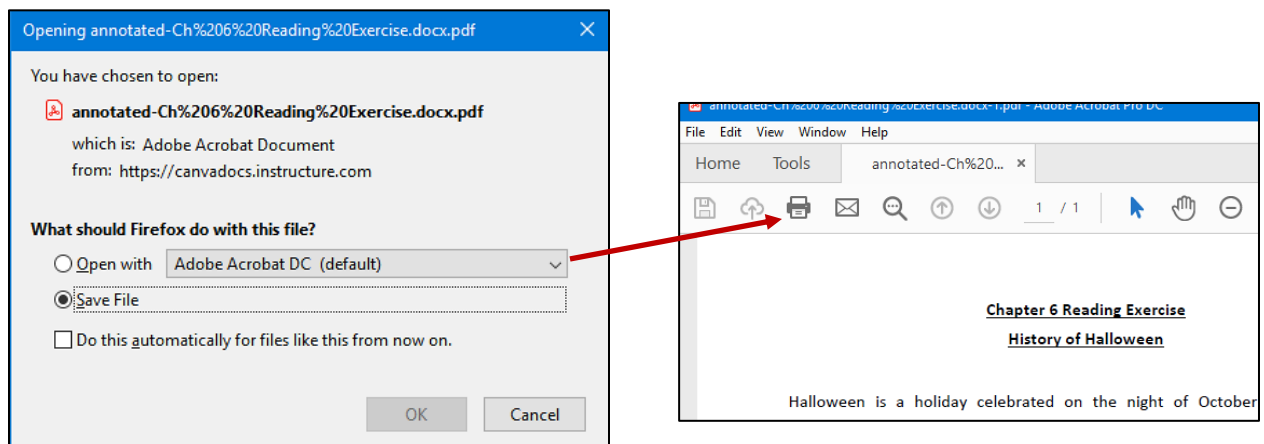
In the print screen, click on the **SUMMARIZE COMMENTS** button. A popup window will appear asking, *"Do you want to include the text of summarized comments in the document being printed?"* Click on **YES**.

It takes a moment for the comments to be summarized. You can then click on the PRINT button.
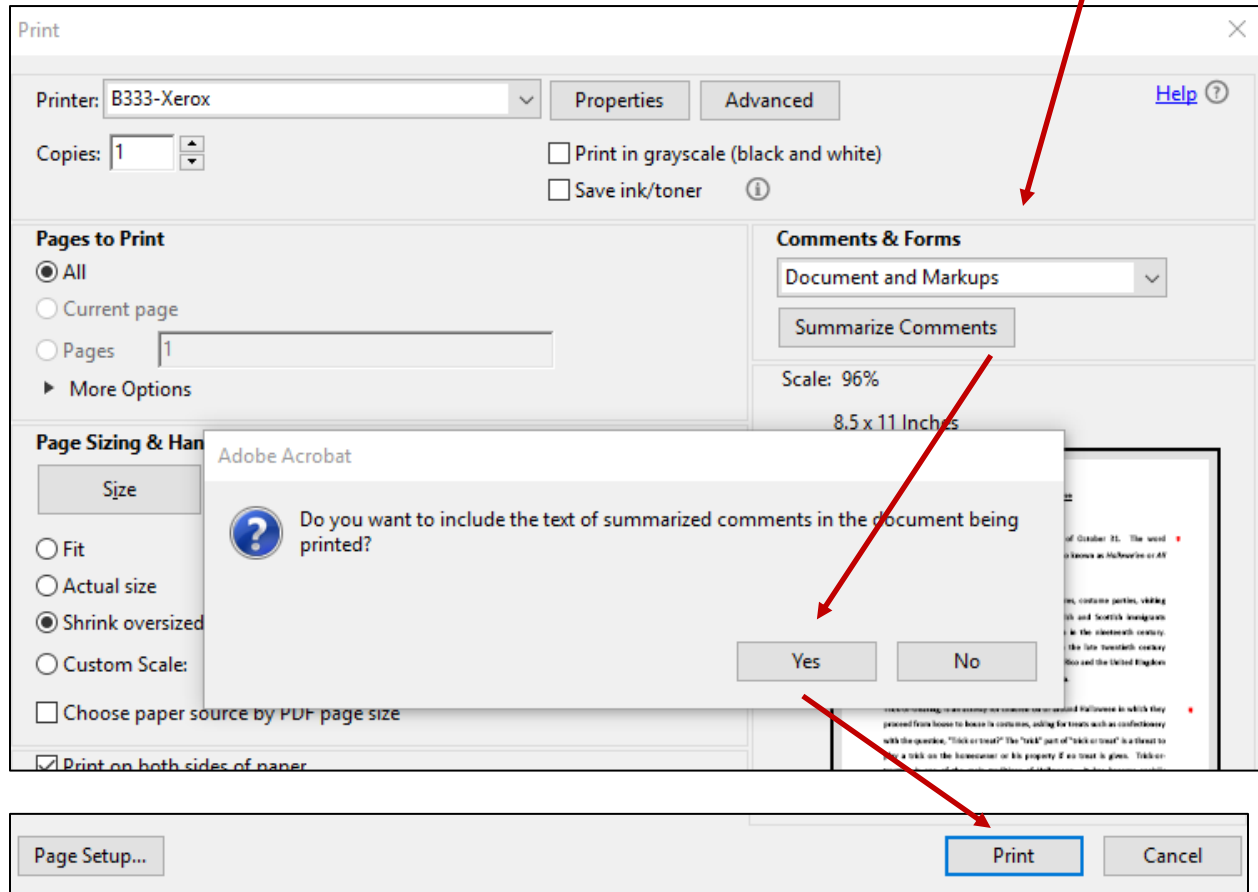


## Printing Comments Using Google Chrome Browser

Click on the **Download** icon.

The PDF file will download to the bottom left of your screen.

Double click on the file name to open the file.



Click on the Download button located on the top right of your screen and save it on your computer, flashdrive, or cloud-based repository.

For the purpose of this tutorial, the file is being saved on the desktop.
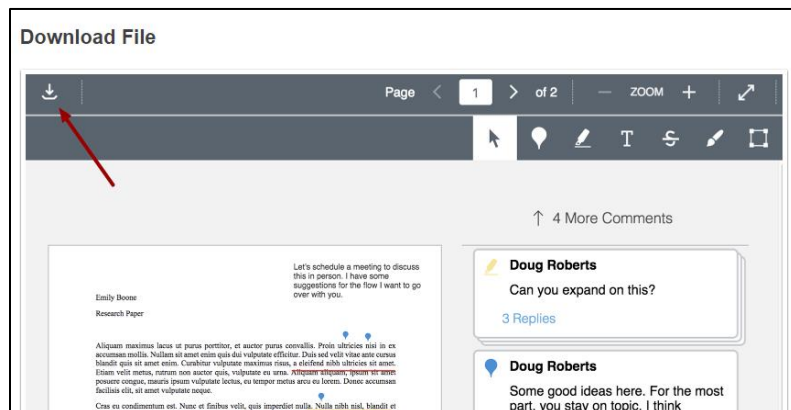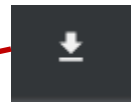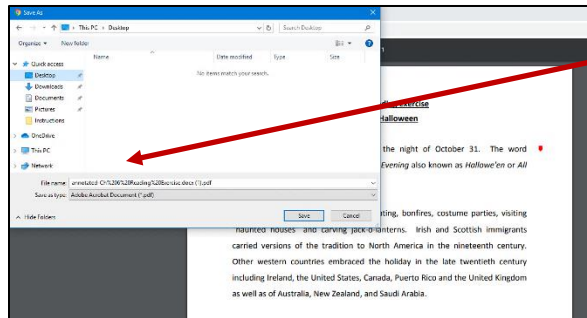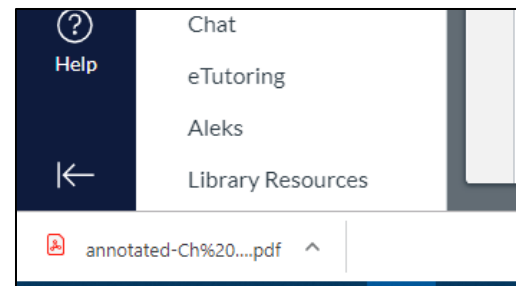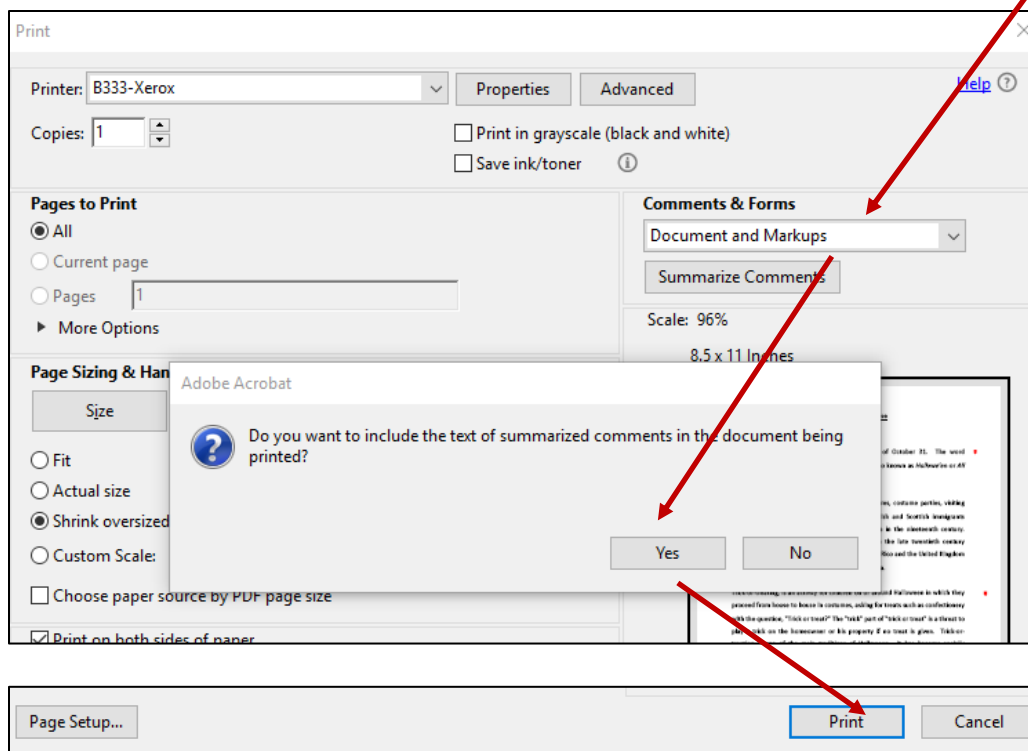
It will save in a PDF format.

Open the file

In the print screen, click on the SUMMARIZE COMMENTS button. A popup window will appear asking, *"Do you want to include the text of summarized comments in the document being printed?"* Click on **YES**.

It takes a moment for the comments to be summarized. You can then click on the PRINT button.

The printed copy will include footnote numbers where comments are located, and on the reverse side of the page will be the actual comments.

**SAMPLE PRINTED PDF:**

Halloween is a holiday celebrated on the night of October 31.  The word Halloween is a shortening of *All Hallows Evening* also known as *Hallowe'en* or *All Hallows' Eve*.  ▌ 1

Traditional activities include trick-or-treating, bonfires, costume parties, visiting "haunted houses" and carving jack-o-lanterns.  Irish and Scottish immigrants carried versions of the tradition to North America in the nineteenth century.  Other western countries embraced the holiday in the late twentieth century including Ireland, the United States, Canada, Puerto Rico and the United Kingdom as well as of Australia, New Zealand, and Saudi Arabia.

Trick-or-treating, is an activity for children on or around Halloween in which they proceed from house to house in costumes, asking for treats such as confectionery with the question, "Trick or treat?" The "trick" part of "trick or treat" is a threat to  ▌ 2
play a trick on the homeowner or his property if no treat is given.  Trick-or-treating is one of the main traditions of Halloween.  It has become socially expected that if one lives in a neighborhood with children one should purchase treats in preparation for trick-or-treaters.

Summary of Comments on annotated File

## Page: 1

💬 Number: 1  Author: Professor Doe   Subject: 190000000424696 Date: 10/1/2019 4:24:19 PM
Was there a different name for Halloween originally? Maybe "All Hallow's Eve?"

💬 Number: 2  Author: Professor Doe   Subject: 190000000424696 Date: 10/1/2019 4:24:49 PM
Trick or treating has become big business. I would have preferred you add information about that.