Step 1: download all hand-ins

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Step 2: Do your annotations and corrections locally on your own computer:

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Step 3: Do a zip-file of the folder with the annotated hand-ins. The name of the folder must be the same as the name of the folder with the downloaded hand-ins. Upload the folder to Digital Exam:

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Step 4: Click "Add" under the column "Notes", for the student's annotations you wish to share with your co-examiner.



It is only possible to do this for one student at a time.

Step 5: Check the box "Share annotated PDF with co-examiner":

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SDU	My notes Co-examiners' notes
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> 157950 Ida Drost Ben 440164	Share my notes with co-examiners Share my annotated PDF with co-examiners
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The annotated PDF for the chosen student is now shared with the co-examiner.

Access shared annotated PDF as co-examiner

Step 6: In the test overview, you can see if annotations are shared for a student. You can access the annotations by clicking add/edit (depending on whether you have done your own annotations):



Step 7: Go to the folder "Co-examiners' notes" and click the "Download co-examiners' annotated pdf":

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