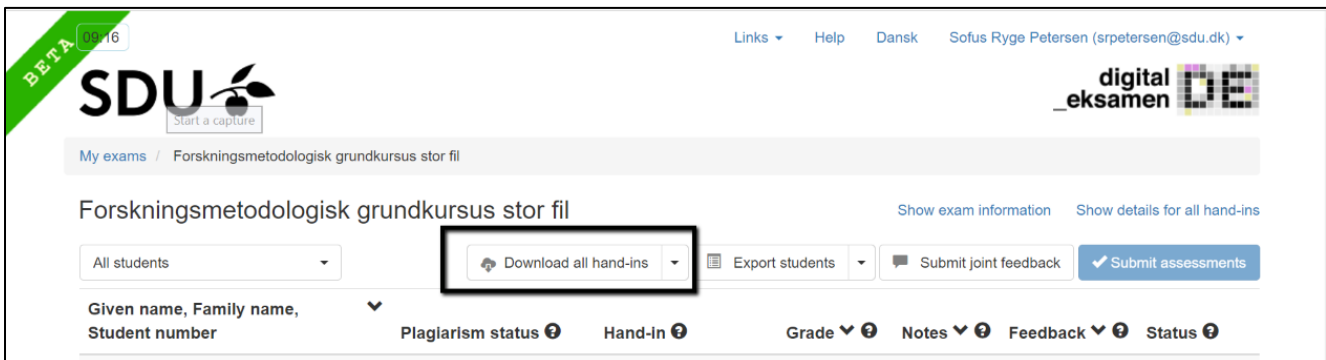
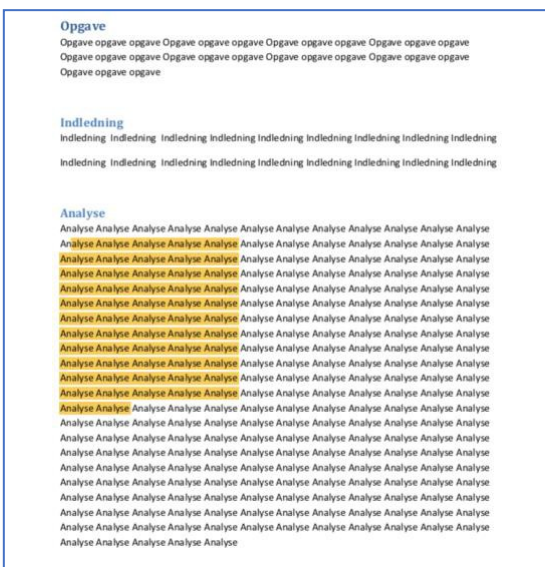


Share annotated PDF with co-examiner

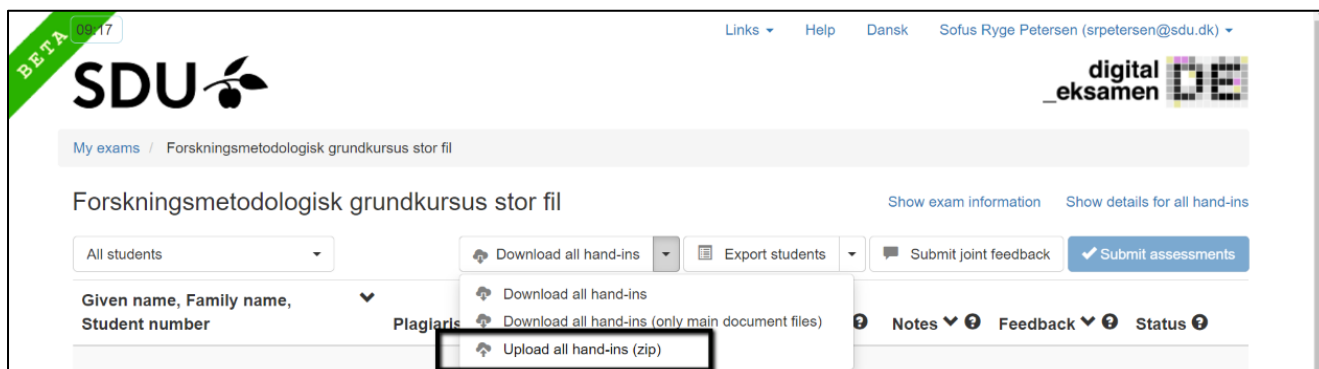
Step 1: download all hand-ins



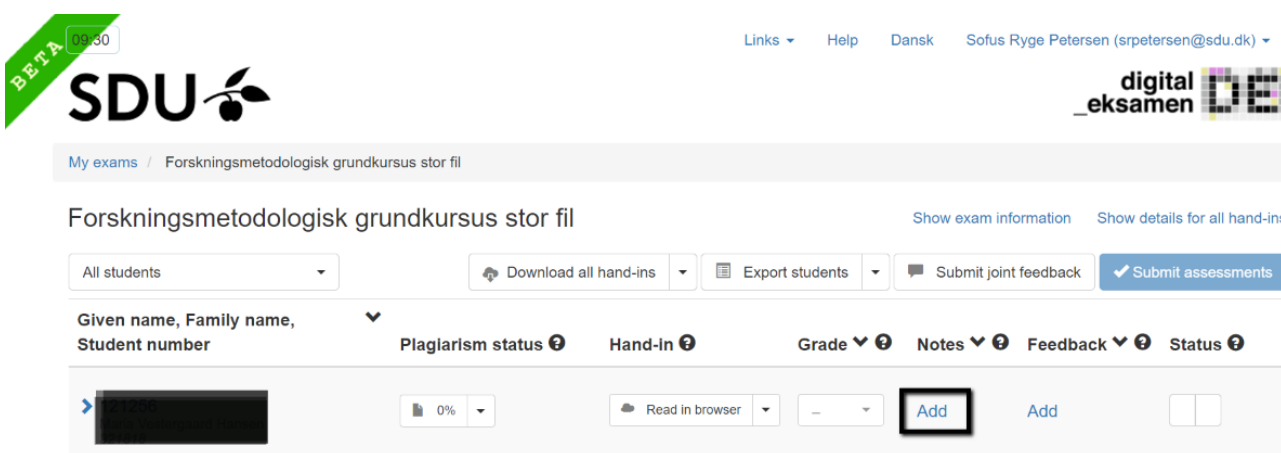
Step 2: Do your annotations and corrections locally on your own computer:



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:

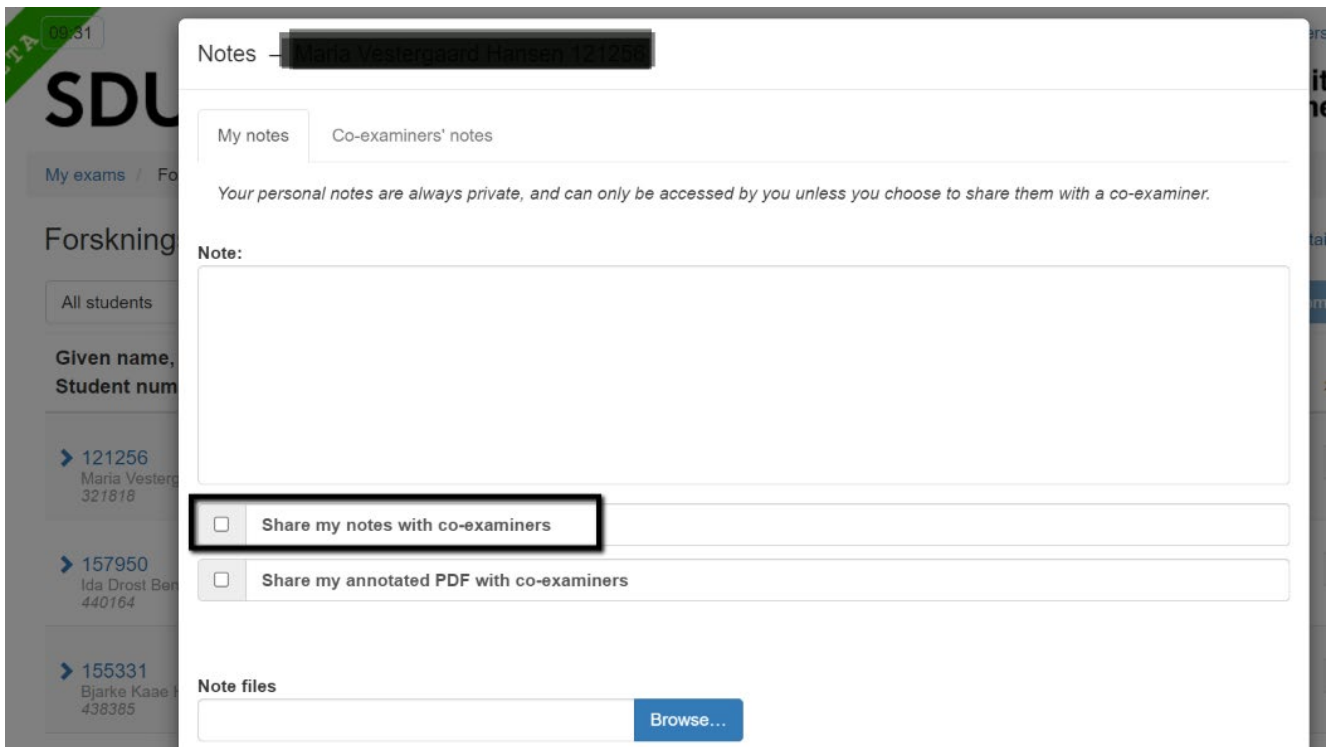


Step 4: Click "Add" under the column "Notes", for the student's annotations you wish to share with your co-examiner.



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

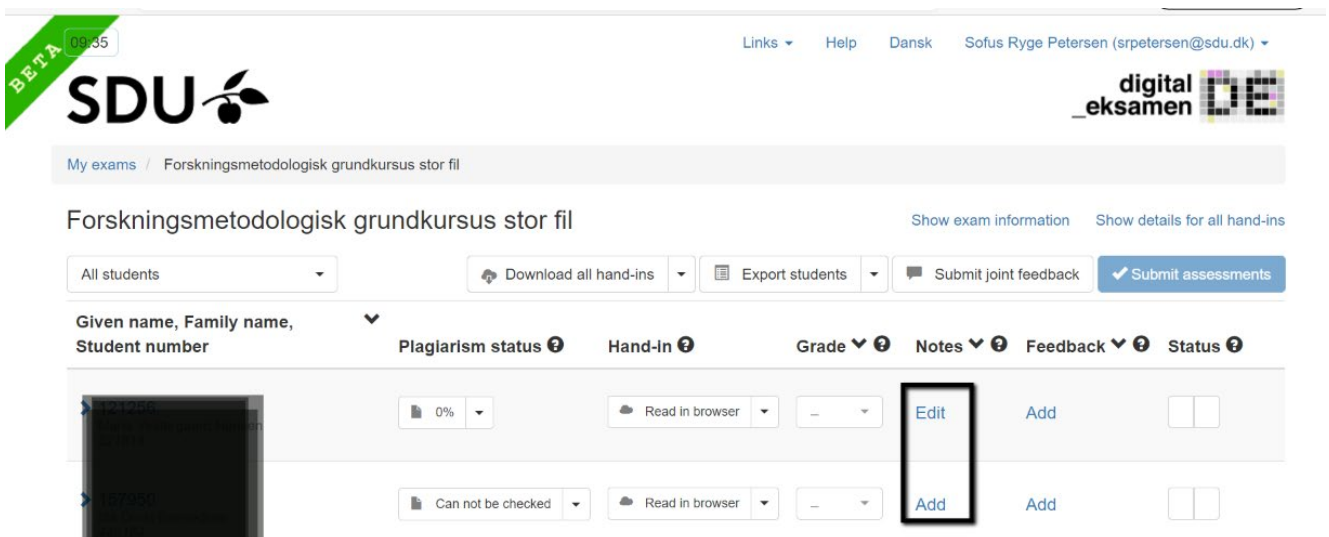
Step 5: Check the box "Share annotated PDF with co-examiner":



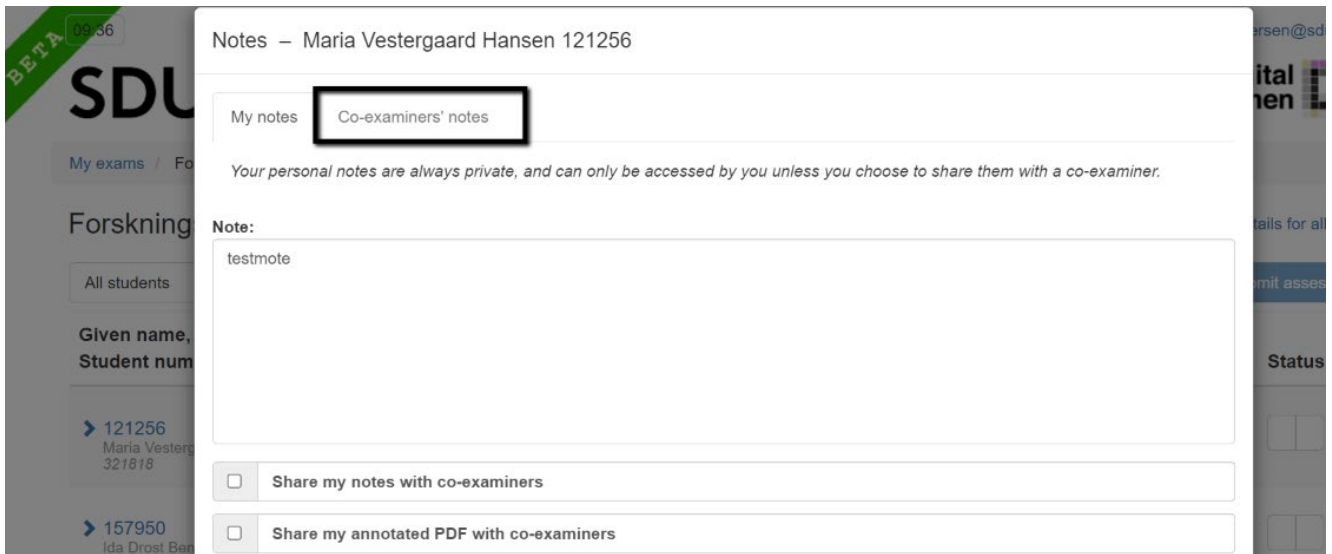
The annotated PDF for the chosen student is now shared with the co-examiner.

### 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":



It is only possible to download one annotated PDF at a time.