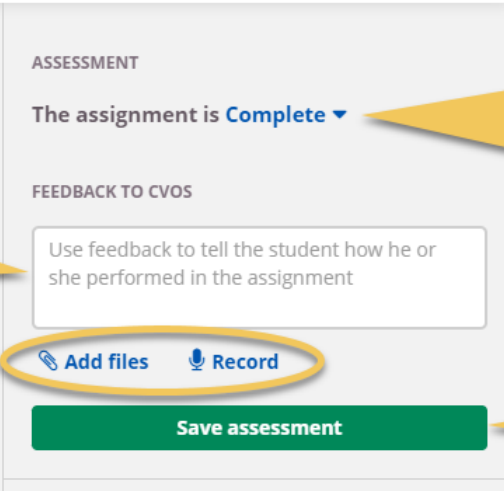


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1. Give feedback using the *Feedback* area.

In this example the *Assignment* is setup according to the guide [Set up an Assignment](#). This is especially important regarding when the student will receive a notification about the feedback.



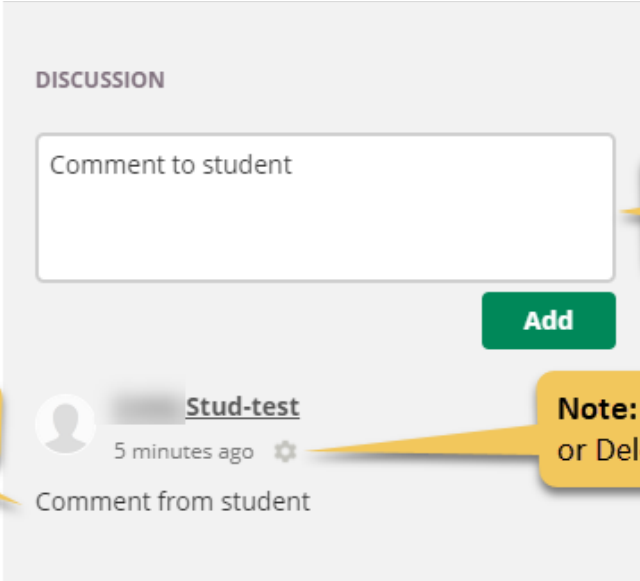
The screenshot shows the 'ASSESSMENT' interface. At the top, it says 'The assignment is Complete' with a dropdown arrow. Below this is a section titled 'FEEDBACK TO CVOS' with a text box for general feedback. At the bottom of this section are two buttons: 'Add files' (with a paperclip icon) and 'Record' (with a microphone icon). Below these buttons is a green 'Save assessment' button. Five callout boxes provide additional information:

- Top-left callout:** Use the *Feedback* field to give the student some general feedback on the assignment.
- Bottom-left callout:** It is possible to *Add files* or *Record* the feedback as an *Audio* or *Video* message.
- Top-right callout:** When the student has completed the assignment, the assignment is automatically marked as complete.
Note: If the student haven't completed the assignment or if they need to hand in more or different files, mark the assignment as *Incomplete*.
- Bottom-right callout:** Use the button *Save assessment* to complete the feedback.
Note: The student will get a notification in itslearning about the feedback.

2. Use of the *Discussion field* in an *Assignment*

Depending on the *Assignment* status, if it is assessed or not, teachers or students can start a discussion using the *Discussion field* in an *Assignment*. itslearning will send a notification on all activities in the discussion.

Note: if the *Assignment* isn't assessed, only teachers can start a discussion

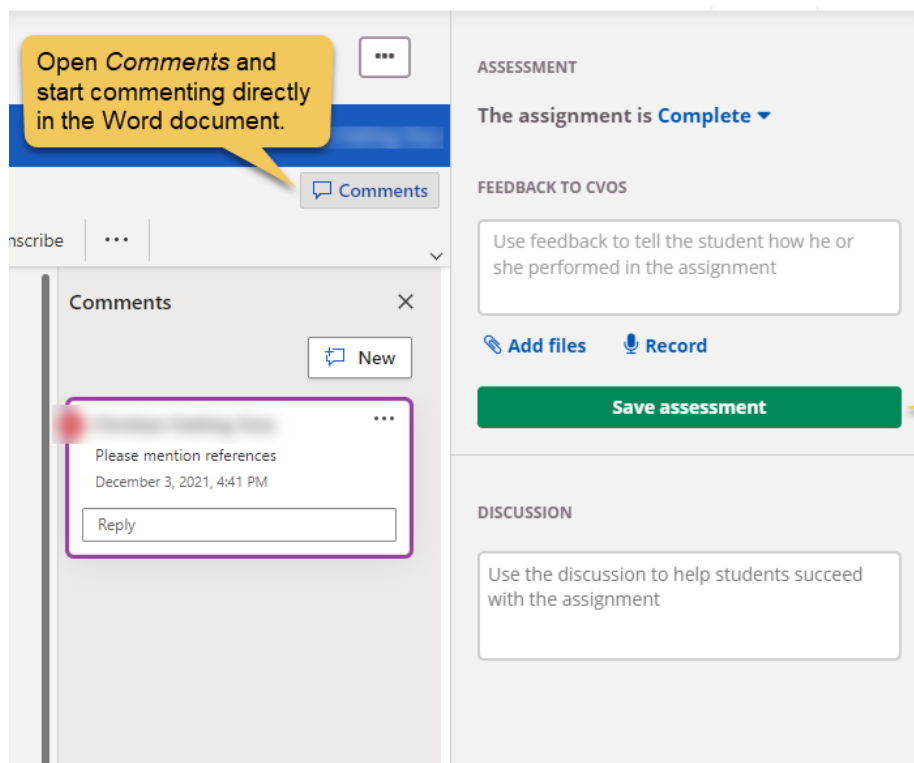


The screenshot shows a 'DISCUSSION' interface. At the top, there is a text input field labeled 'Comment to student'. To the right of this field is a green button labeled 'Add'. Below the input field, there is a user profile section for 'Stud-test' with a placeholder profile picture, the text '5 minutes ago', and a gear icon. Below this is a comment that says 'Comment from student'. Three yellow callout boxes provide instructions: one points to the input field saying 'Write a reply in this field and click Add.', another points to the user profile section saying 'Comment from student', and a third points to the gear icon saying 'Note: Use the gear to Edit or Delete messages.'

3. Use the *Comments* in the Microsoft online version of Word, PowerPoint or Excel

If the student submits a O365 file (Microsoft Word, PowerPoint or Excel) it is possible to use the *Comments* function in the online version of O365 on itslearning. It is still, at the same time, possible to use *Feedback* and *Discussion* mentioned above.

Note: It is also possible to edit directly in the O365 file, so take care.



The screenshot shows the Microsoft Office online interface. On the left, the **Comments** pane is open, displaying a comment: "Please mention references" dated "December 3, 2021, 4:41 PM" with a "Reply" button. A yellow callout bubble points to the "Comments" button in the top ribbon, stating: "Open *Comments* and start commenting directly in the Word document." On the right, the **FEEDBACK TO CVOS** section is visible, containing a text box for feedback, "Add files" and "Record" buttons, and a prominent green "Save assessment" button. A yellow callout bubble points to this button, stating: "Use the button *Save assessment* to complete the feedback." Below this, the **DISCUSSION** section has a text box for discussion. A **Note:** states: "The student will get a notification in itslearning about the feedback."

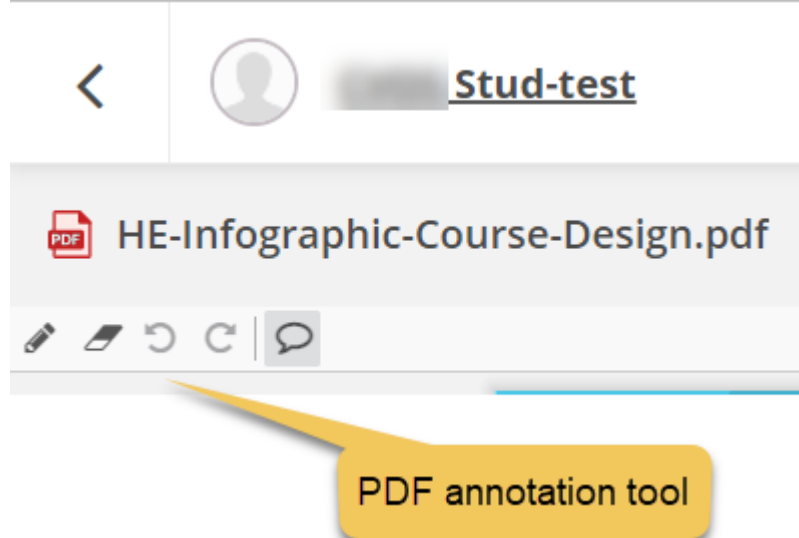
When the assessment is saved. Students can read the comments directly on itslearning, by using the online O365 version or download the document.

Note: Students can't reply to comments in O365 files unless they download the files and upload them again. To do this it is required that assignment is marked as *Incomplete* (see above).

4. Use the built-in annotation tool for PDF-files

If the students submit PDF-files it is possible to use itslearning's built-in annotation tool to make comments and drawings directly on the PDF-file. After the assignment is completed the student can see the annotations. The annotation tool has basic pencil and eraser functions, but it is also possible to mark a text and make specific comments.

The annotation tool is located in the upper left corner when PDF files are opened.



Notes:

- Neither students nor teachers can download the PDF file with annotations.
- There is currently a bug in the annotation tool that enables students to see the annotations immediately after the assessment is saved, even if the option *Results are visible to students* is disabled. They will however not get a notification until results are made visible.

