

Adding Comments in Google Classroom


Annotation allows the teacher to provide feedback on returned student work.

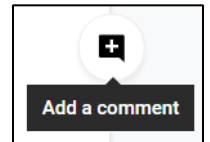
Opening the Document:

- Click on the name of the assignment in the **CLASSWORK** tab.
- Choose **VIEW ASSIGNMENT** at the bottom.
- A new tab will open and show a preview of the work submitted.
- If more than one item was submitted, a list of the items will be shown on the right panel.
- Move between students by clicking the arrows at the top of the screen.



Leaving Comments for Google Docs/Slides/Sheets:

- Highlight the text to comment on.
- Click the Comment button in the toolbar. 
- Type your comment in the comment box that appears and press **COMMENT**.
- Or you can hover your mouse at the end of a line to add a comment to a paragraph.
- The comments are automatically saved to the Google Doc/Slide/Sheet.



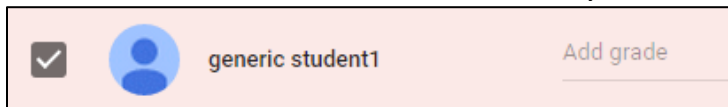
Leaving Comments for NON - Google Items (Ex. PDFs, pictures, etc.):

- Choose the submitted item to see a preview.
- Choose the **ADD COMMENT** button in the top right corner of the preview.
- Draw/highlight an area to leave a comment on.
- Type your comment and press the COMMENT button.
- If students do not see your comments on these NON-Google items, they may have to click the 3 dots in the top right corner and choose **OPEN IN NEW WINDOW**. The comments will then be visible.

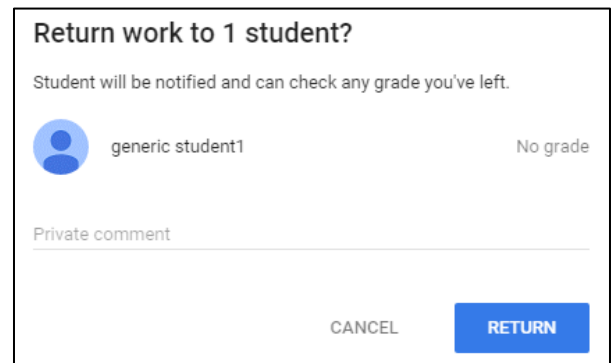
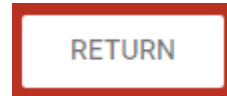


Returning Assignments:

- If you would like a student to make a revision, you can leave a comment and return the submission to the student.
- Place a checkmark beside the student you are returning work to.



- Click on the Return button in the top left corner of the screen.
- Type a private comment (not required) and press the **RETURN** button.
- If multiple students are selected when you create a comment, all of the selected students will receive the SAME comment.

A dialog box titled 'Return work to 1 student?'. Below the title, it says 'Student will be notified and can check any grade you've left.' There is a blue profile icon followed by the text 'generic student1' and 'No grade' to its right. Below this is a text input field labeled 'Private comment'. At the bottom right, there are two buttons: 'CANCEL' and 'RETURN'.

- The students will see a RETURNED status for the assignment.
- When students click on the name of the assignment, they will see your private comment. If they open the Google Doc, they will be able to see any comments that you left within the document and will be able to make the necessary changes. They can then resubmit the document.
- If students do not see your comments on NON-Google items, they may have to click the 3 dots in the top right corner and choose **OPEN IN NEW WINDOW**. The comments will then be visible.

