Online Learning | CIIS

Viewing Instructor Annotations on Your Papers

After your Assignment has been graded, your instructor might choose to provide feedback which can include an overall comment on your Assignment, as well as **annotations** on the file itself (much like the comments feature in Microsoft Word). These annotations can help you learn how to develop your work.

Please note that most file types can be annotated (.doc, .docx, .odt, .rtf, .txt, Powerpoints, Excel, etc.). However, Assignments that are submitted as a text entry cannot. Also, some instructors don't use the annotation feature.

If you know that your instructor has provided annotations on your Assignment and you'd like to access it, please use the instructions below:

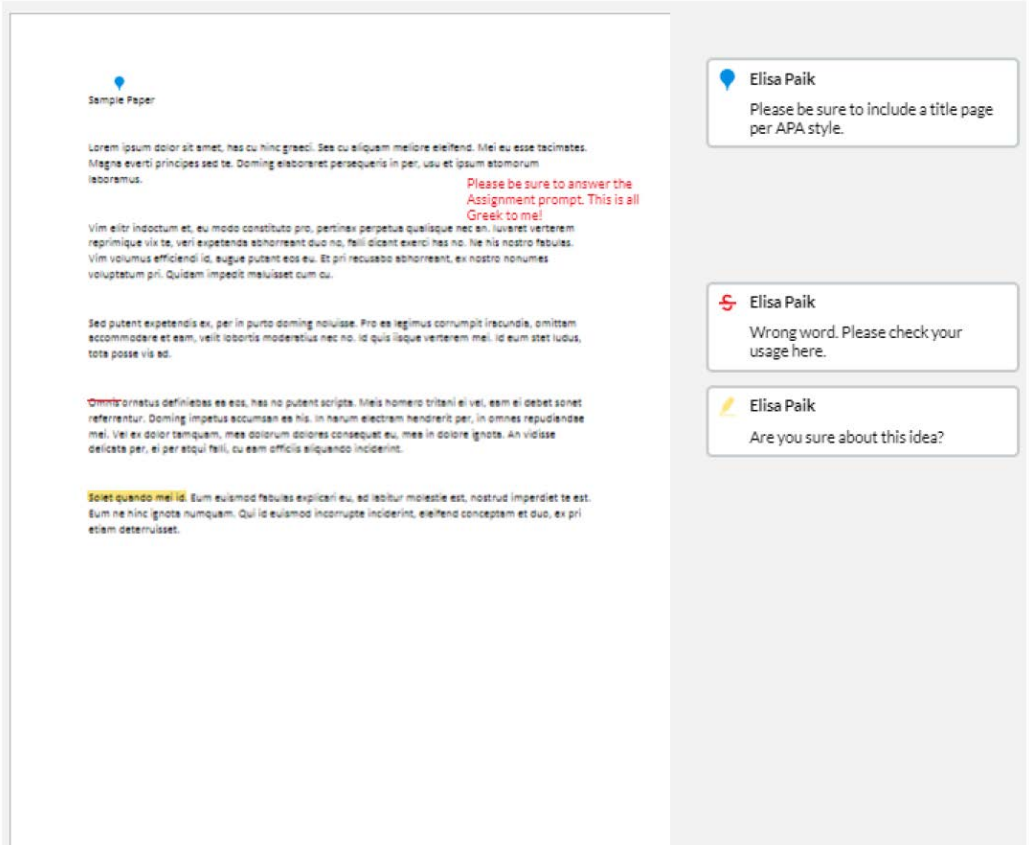
1. Use Chrome or Firefox to log in to your course
2. Go to **Grades** in the course navigation menu
3. Select the graded Assignment you wish to view
4. Click **View Feedback**

5. This will open the document in DocViewer within Canvas.

6 . To view the file better, you can download it by clicking the **download icon**

7. Depending on your browser settings, the file might download to the bottom of your browser window, to your Downloads folder, etc.

8. View the downloaded file and its annotations by double-clicking it. If your instructor provided annotations, you will see them on the page.



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