

PDF Assignments

When you assign a PDF activity to your class, each student receives an individual copy of the PDF that enables the student to interact with the assignment. Using the PDF toolbar features, the student can add text, highlights, notes, and various formatting options to complete the assignment. In addition, you can use the same PDF toolbar features to provide feedback to the student.

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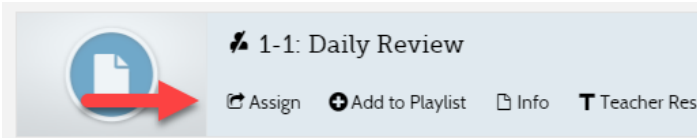
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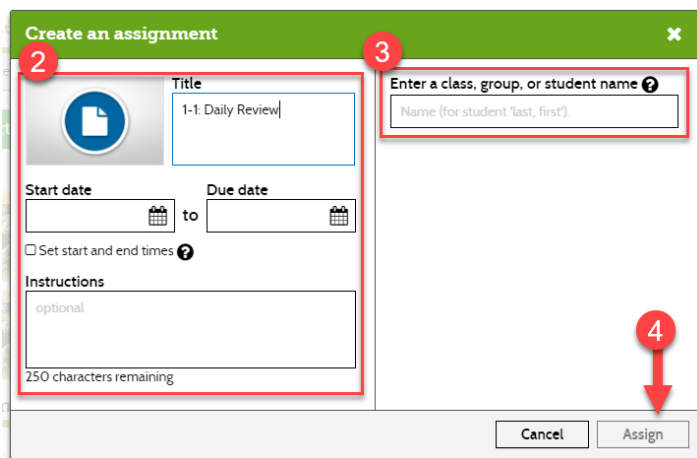
13. Search Tool 14

Assigning a PDF from a Savvas Program

Assign content to your class, groups, or individual students using all of the accompanying materials in your programs. Locate content by selecting a program using the steps below, by browsing all content, or by choosing custom content from your library.



Navigate to the PDF document you would like to assign. Under the activity name, click **Assign**.

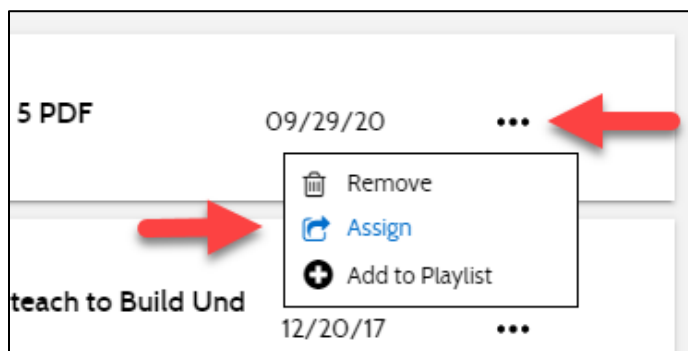
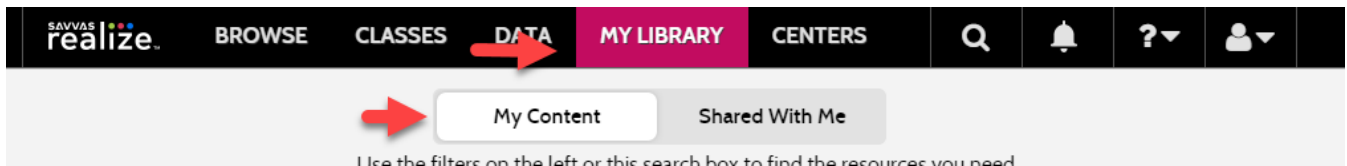


In the **Create an assignment box**, enter a **Title**, **Start Date**, **Due Date**, and optionally add **Instructions**. Enter the name of the class, group, or student you want to assign to by using smart search. Click **Assign** to finish.

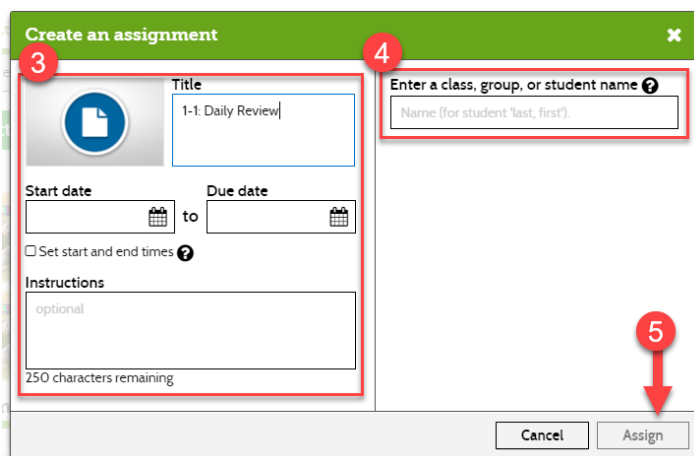
Assigning a custom PDF from your library

You can assign your custom content, including links, attached files, Google Drive™ files, Microsoft® OneDrive® files, playlists, essay prompts, and custom tests from your library.

1. Click **MY LIBRARY** on the top menu bar, and then select the My Content tab.



Click the ellipsis for the item you want to assign to students, and then click **Assign**.



In the Create an assignment box, enter a Title, Start Date, Due Date, and optionally add Instructions. Enter the name of the class, group, or student you want to assign to by using smart search. Click **Assign** to finish.

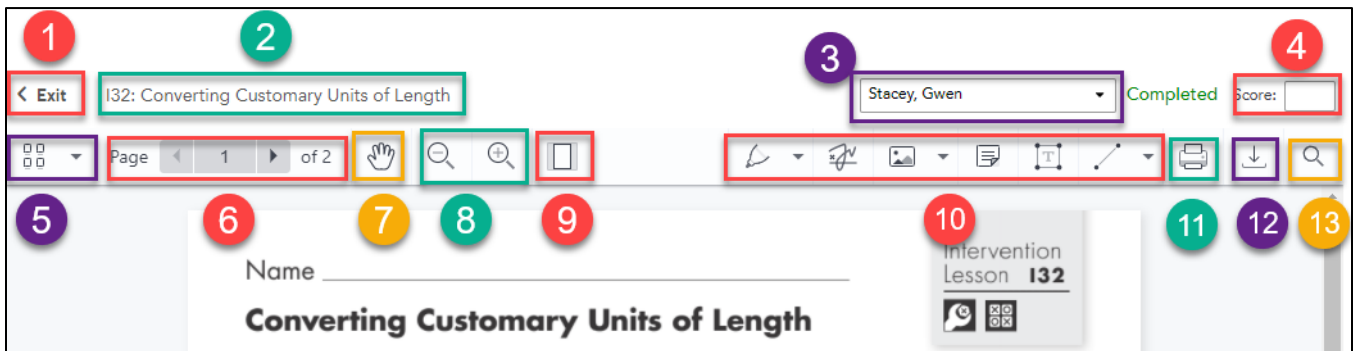
Note: Currently the enhanced PDF interactive tools are not available for custom uploaded PDFs. Interactive tools are only available for assets that are:

- a program-based asset of a Savvas Realize program (not a custom upload),
- open within Realize (not for local download or within Realize Reader), and
- assignable.

Using the new interactive tools for PDF assignments

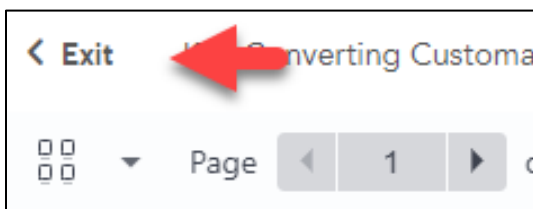
When you review a completed or “in progress” PDF assignment, you have a variety of tools to mark, annotate, highlight, add notes, and other options when reviewing PDF assignments.

Note: Interactive tools are not visible when browsing program content.



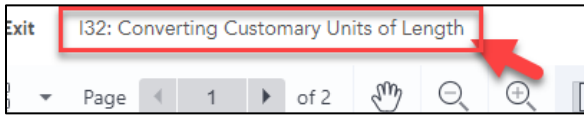
- | | |
|--------------------|-----------------------|
| 1. Exit | 8. Zoom Tool |
| 2. Assignment Name | 9. Fit Page |
| 3. Student Name | 10. Annotation Tools |
| 4. Score | 11. Print Page |
| 5. Thumbnails | 12. Download Document |
| 6. Page Navigation | 13. Search Tool |
| 7. Hand Tool | |

1. Exit



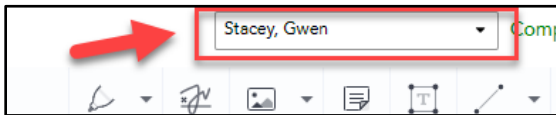
The exit button will exit the PDF assignment viewer and take you to the previous page.

2. Assignment Name

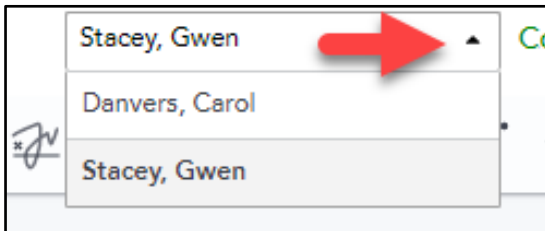


The assignment name is displayed at the top of the window, to the right of the Exit button.

3. Student Name

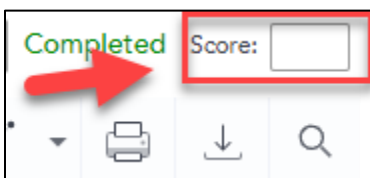


The student name appears in the upper right of the page, last name first.



Switch between students by selecting the dropdown arrow next to the current student's name and select a new student.

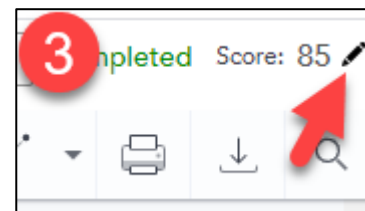
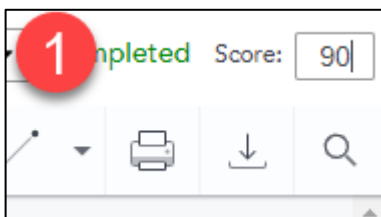
4. Score



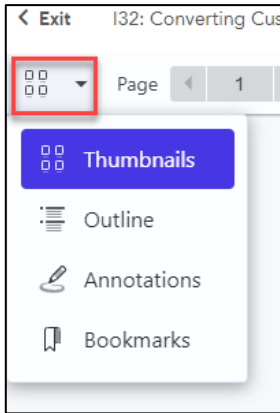
This section displays the assigned score for the assignment.

To assign a score:

1. Enter the score in the text field.
2. The field will briefly flash **Saved**.
3. To **change** the score, select the **Pencil** next to the score and then **enter** the new score.



5. Thumbnails



The thumbnails button opens a sidebar on the left of the page to help you quickly navigate the document. You can change what appears in the side bar by selecting the dropdown arrow, then choose from:

Thumbnails: Display a thumbnail image of each page

Outline: Displays an outline of each heading in the document

Annotations: Display all annotations in the document

Bookmarks: Display all bookmarks in the document

6. Page Navigation



The page navigation buttons allow you navigate through the document. Select the back and next arrows or enter a number in the middle field to move directly to a page.

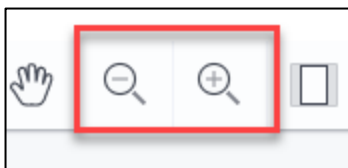
Note: Page navigation also displays the total number of pages on the right. The current image displays Page 2 of 2 total pages.

7. Hand Tool



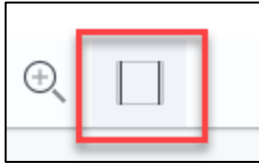
The hand tool allows you to freely move the page around. This is helpful when you are zoomed into the document.

8. Zoom Tool



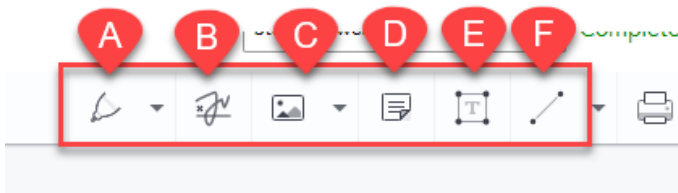
The magnifying glasses decrease or increase the size of the document.

9. Fit Page



The screen icon resizes the page to fit within the view of your screen.

10. Annotation Tools

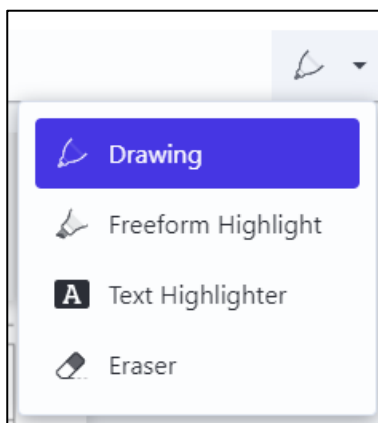


The annotation tools allow you to draw, highlight, and place images or notes on the document.

The tools include:

- | | |
|-------------------|----------------|
| A. Markup tools | D. Note tool |
| B. Signature tool | E. Text tool |
| C. Image tools | F. Shape tools |

Note: Depending on your screen size, these tools may appear combined into one button.



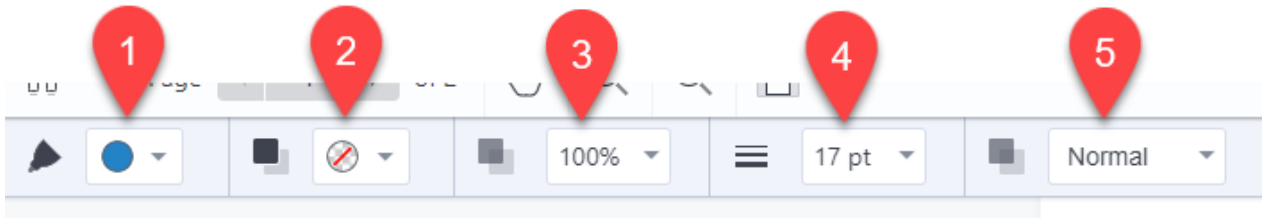
Markup Tools

The markup tool is a combination of 4 tools: Drawing, Freeform Highlight, Text Highlighter, and Eraser. When these tools are selected, a tool options bar may appear under the main menu bar. Not all tools will have a tool bar.



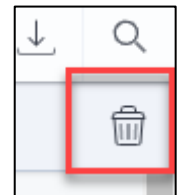


Drawing: This tool allows you to draw on the PDF like you would paper. There are several options that allow you to customize this tool.

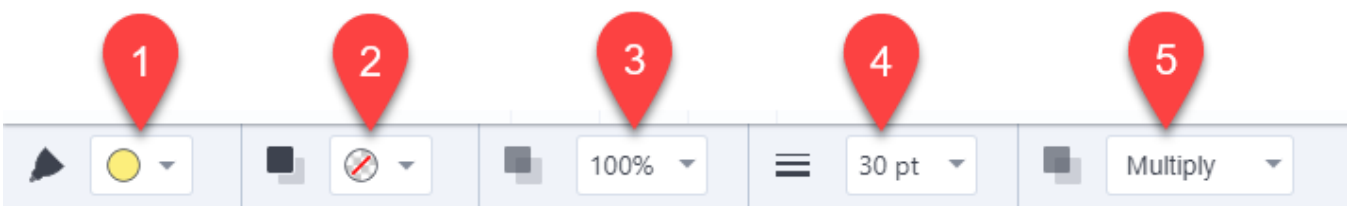


1. **Pen Color:** Select the color of the drawing tool.
2. **Background Color:** Add a background tool to the pen tool/annotation.
3. **Opacity:** Adjust the opacity of the drawing tool. Lowering the opacity can give the drawing tool a highlighter appearance.
4. **Pen Width:** Select the width of the markup tool.
5. **Display Mode:** Choose from 12 display modes. Display modes change the appearance of the drawing and anything behind it. This will vary depending on the mode chosen, the color selected, and the foreground and background color that is being drawn over.

To deactivate the tool, click an area outside the PDF. With no tools activated, you can select an annotation by clicking it and change the appearance, move it around, resize it, or delete it by pressing the delete key or the trashcan icon on the right side of the tool menu bar.

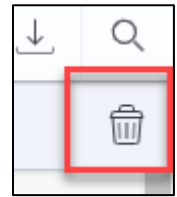


Freeform Highlight: This tool allows you to highlight areas of the PDF. You have several options to customize this tool once selected. They are the same as the drawing tool options but have been pre-set to use as a highlighter.

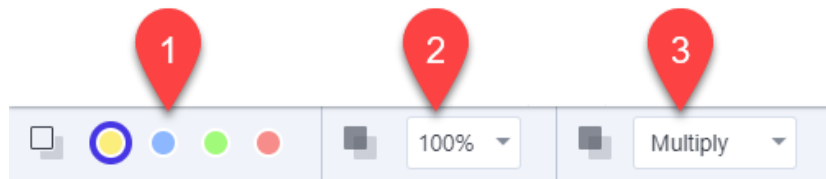


1. **Color:** Select the color of the drawing tool.
2. **Background Color:** Add a background tool to the pen tool/annotation.
3. **Opacity:** Adjust the opacity of the drawing tool. Lowering the opacity can give the drawing tool a highlighter appearance.
4. **Pen Width:** Select the width of the markup tool.
5. **Display Mode:** Choose from 12 display modes. Display modes change the appearance of the drawing and anything behind it. This will vary depending on the mode chosen, the color selected, and the foreground and background color that is being drawn over.

To deactivate the tool, click an area outside the PDF. With no tools activated, you can select an annotation by clicking on it and change the appearance, move it around, resize it, or delete it by pressing the delete key or the trashcan icon on the right side of the tool menu bar.

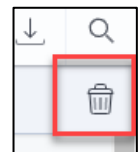


Text Highlighter: This tool allows you to highlight text in the PDF. Select and drag over any text in the PDF document.



1. **Color:** Select the color of the highlighter.
2. **Opacity:** Adjust the opacity of the drawing tool. Lowering the opacity can give the drawing tool a highlighter appearance.
3. **Display Mode:** Choose from 12 display modes. Display modes change the appearance of the drawing and anything behind it. This will vary depending on the mode chosen, the color selected, and the foreground and background color that is being drawn over.

To deactivate the tool, click on an area outside the PDF. With no tools activated, you can select the annotations by clicking on it and change the appearance or delete it by pressing the delete key or the trashcan icon on the right side of the tool menu bar.



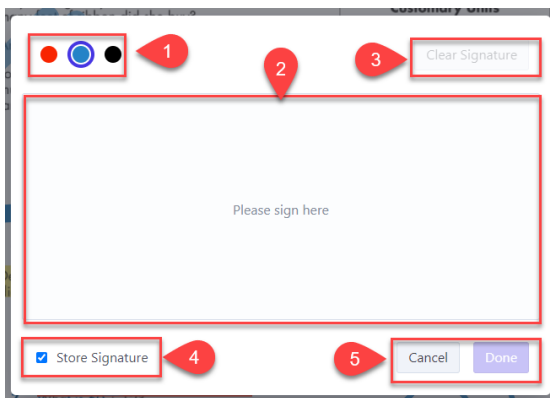


Eraser: This tool allows you to erase parts or all drawing or freehand highlighter annotations. You can resize the brush size of the eraser using the options under the main menu bar. To deactivate the tool, click on an area outside the PDF.

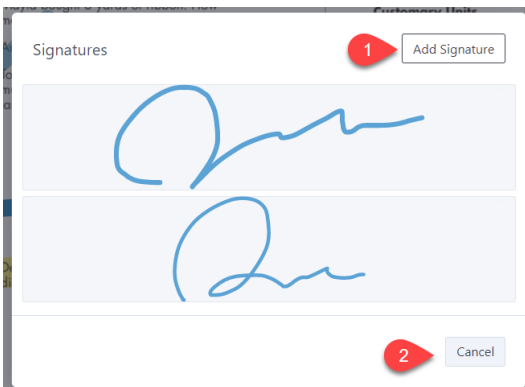


Signature:

This tool allows you to add a drawing signature to the PDF document. After drawing a signature in the center box, click **Done**. The signature you draw will be added to the center of the PDF page you are on. To move or resize, select the signature



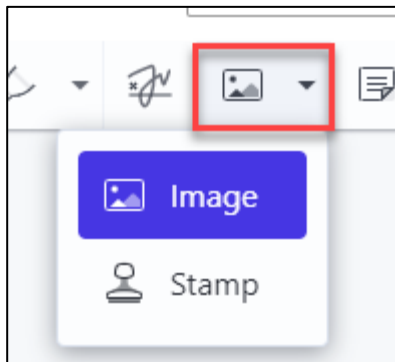
1. **Color:** Select the color of the signature.
2. **Drawing Area:** Draw your signature in this area.
3. **Clear Signature:** Clear your signature and any markings from the drawing area.
4. **Store Signature:** Store multiple signatures for use for use within the same review session.
5. **Cancel/Done:** Press Cancel if you do not want to apply your signature. Press Done to save your signature and add it to the PDF document.



When you store a signature, clicking the Signature tool will open a pop-up box where you can select a saved signature. Select the signature you want to use or **add a new signature**. Click **Cancel** to close the box without adding a signature.

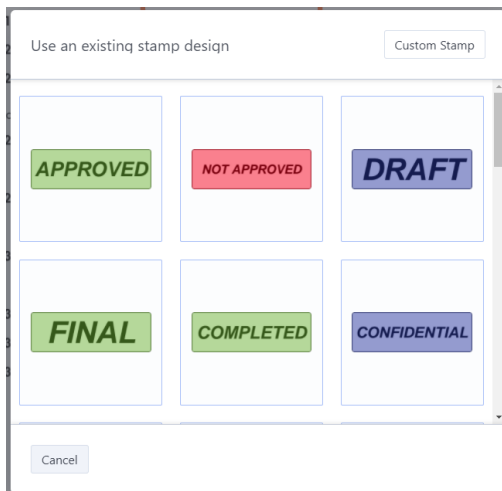
Image Tool:

This tool allows you to add an image from your computer.

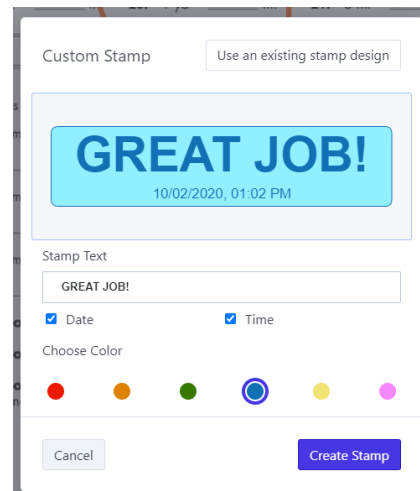


Stamp Tool:

You can add (1) premade stamps or (2) custom stamps to the document. Click **Custom Stamp** on the top right of the standard stamp pop-up box to open the custom stamp pop-up box.



(1) Stamp Tool



(2) Custom Stamp Tool

Note Tool:

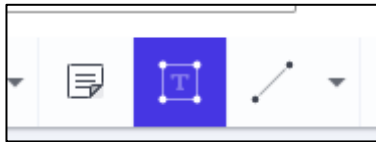
This tool allows you to place notes anywhere on the document. When you place a note, you can begin typing to add text to the note. You can format the text by selecting the text and using keyboard commands. (Control/Command + B = bold, Control/Command + I = Italicize). To move the note, "select + hold" the note icon to drag it around.



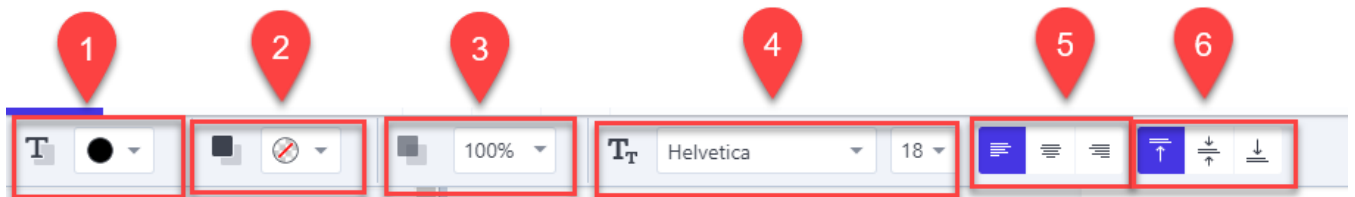


1. **Color:** Choose the color for the note
2. **Icon:** Select the icon for the note.

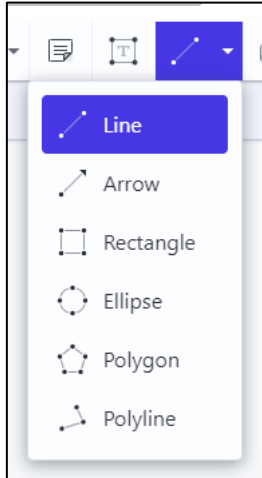
Text Tool:



This tool allows you to add text to the document. Select anywhere on the PDF document to add text box. Once you have typed some text, click outside the text box to deactivate the selection. Click once on the text box to select it. When selected you can resize the text box, move the text box, or delete it. Double click the text box to edit the text.

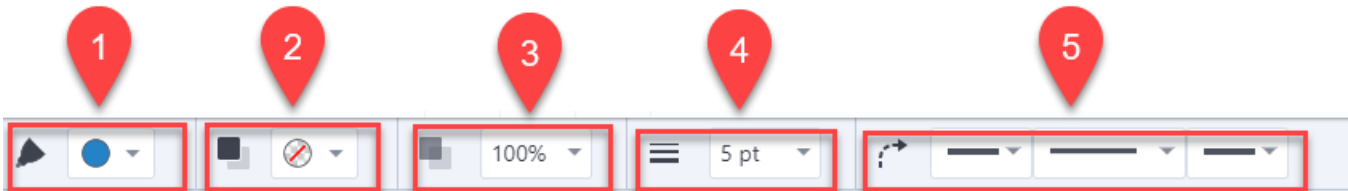


1. **Color:** Select the color of the text.
2. **Background Color:** Select the color of the text background.
3. **Opacity:** Select the opacity of the text.
4. **Text Font/Size:** Select the font and point size of the text.
5. **Horizontal Alignment:** Select left, middle, or right alignment of the text.
6. **Vertical Alignment:** Align text to the top, middle, or bottom of the text box.



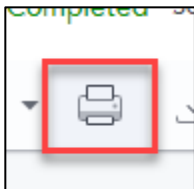
Shape Tool:

This tool allows you to add lines and shapes to the document. You can select from Line, Arrow, Rectangle, Ellipse, Polygon, or Polyline. To begin drawing, select the shape and then click and drag. Some shapes, like the polygon and polyline tool, require multiple clicks. To deactivate the tool, click an area outside the PDF. With no tools activated, you can select the shape and change the appearance or delete it by pressing the delete key or the trashcan icon on the right side of the tool menu bar.



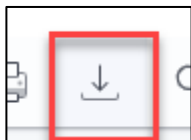
1. **Line Color:** Select the line color of the shape.
2. **Fill Color:** Select the fill color of the shape.
3. **Opacity:** Select the opacity of the shape.
4. **Line Width:** Select the line width of the shape.
5. **Line Appearance:** This option will vary depending on the shape you have selected. Select to add/change the arrows at the beginning and end of the shape. Change the appearance of the line to dashed, solid, or dotted.

11. Print Page



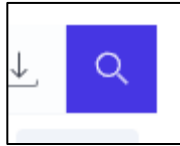
Select the print page icon to print the PDF document.

12. Download Document



Select the download icon to download the document to your computer.

13. Search Tool



Select to search the document for keywords or text.



1. **Search Box:** Enter the text you would like to search for.
2. **Instances:** Displays how many instances of the text are in the document.
3. **Next/Previous Page:** Go to the previous or next instance of the text by selecting the arrows.
4. **Close:** Close the search field.