

# Read in browser and built-in annotation functionality

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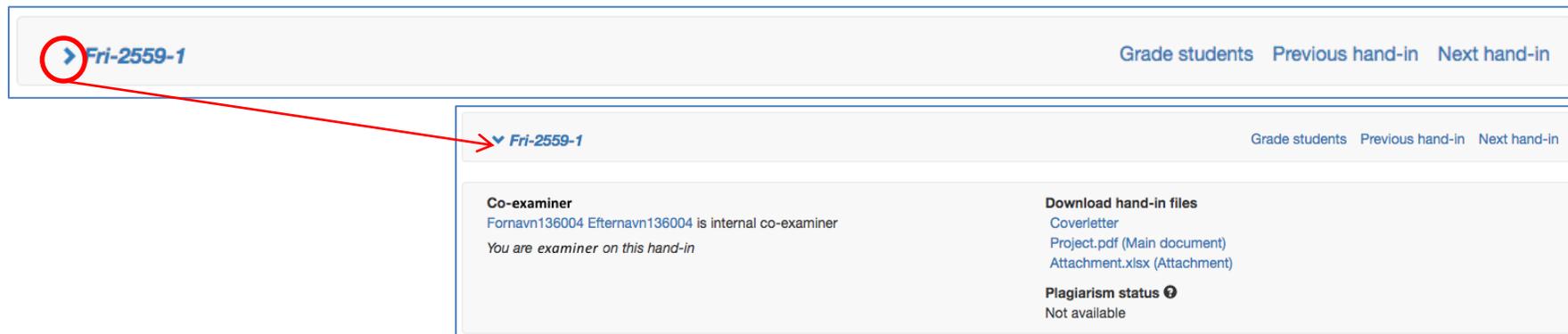


Click **[Read in browser]** to open the hand-in in a new tab, where you can use Digital Exam's annotation tools.

Please note that it is only possible to open the main document of a given hand-in. Moreover, the document must be a PDF.

## Review of functionalities

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A screenshot of a hand-in overview interface. At the top, there is a header bar with a red circle around a right-pointing arrow next to the text 'Fri-2559-1'. To the right of this header are three links: 'Grade students', 'Previous hand-in', and 'Next hand-in'. Below the header is a list of hand-ins. The first item is 'Fri-2559-1', which is expanded to show details. A red arrow points from the red circle in the header to the red arrow next to 'Fri-2559-1' in the list. The expanded view shows two columns of information. The left column is titled 'Co-examiner' and contains the text 'Fornavn136004 Efternavn136004 is internal co-examiner' and 'You are examiner on this hand-in'. The right column is titled 'Download hand-in files' and contains three links: 'Coverletter', 'Project.pdf (Main document)', and 'Attachment.xlsx (Attachment)'. Below these links is a section titled 'Plagiarism status' with a question mark icon and the text 'Not available'.

Similar to the exam's overview, you have the option to expand or hide information about the students.

Click the arrow next to a group or an individual to show further details, **including plagiarism check**.

### Grade students

Using “Grade students” after you have read the hand-in, lets you register the preliminary grades for the students.

*Please note that the grades are only final when you submit these. This is done via the blue button [Submit assessments] on the exam’s ‘start page’/overview.*

Click, and enter the grades in the pop-up window – remember to click [Save]:

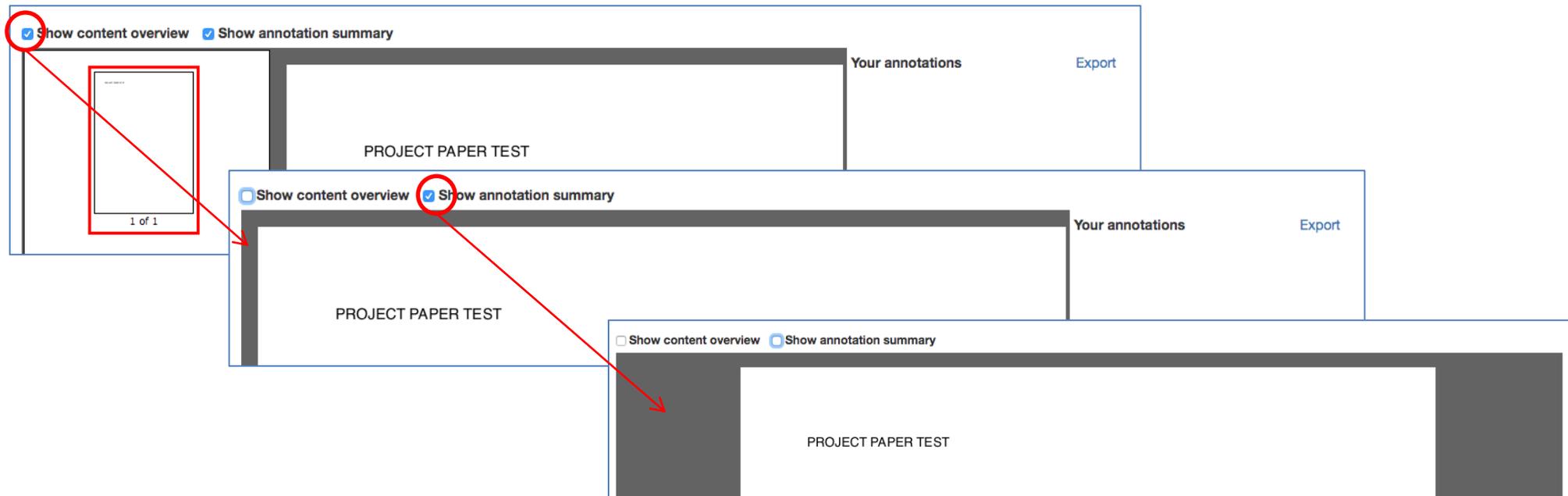
The screenshot shows a pop-up window titled "Grade students" with a close button (X) in the top right corner. The window contains a table with three rows of student information. Each row has a text field for the student's name and a dropdown menu for the grade. The first row is "Fornavn158178 Efternavn158178", the second is "Fornavn158180 Efternavn158180", and the third is "Fornavn158181 Efternavn158181". At the bottom right of the window, there are two buttons: "Close" and "Save".

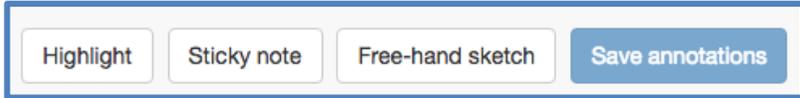
### Previous hand-in Next hand-in

Use these functionalities to quickly switch between all main documents for this exam.

As a starting point, the reading pane is rather narrow, and requires horizontal scrolling.

Expand the reading pane, by deselecting “**Show content overview**” – which shows you the pages in the document – and/or “**Show annotation summary**”





You have the following tools for annotation:

- **[Highlight]** = highlight text in yellow by clicking and dragging the cursor.
- **[Sticky note]** = indicate where in the text you wish to insert a comment, and write this in the comment box.
- **[Free-hand sketch]** = create sketches in the document (works better if you're using a tablet).

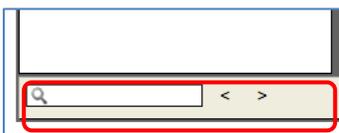
Right-click on an annotation to delete it.

Remember to save via **[Save annotations]**.

Each time you create an annotation, these are saved in the annotation summary to the right (under the headline **"Your annotations"**).

You can export these to a simple .txt.-file via **"Export"**.

Each annotation works as a link. Click on it to be shown the page where it appears.



At the bottom of the page, you can search directly in the document (e.g. for certain words).