CALGARY
HORTICULTURAL
SOCIETY
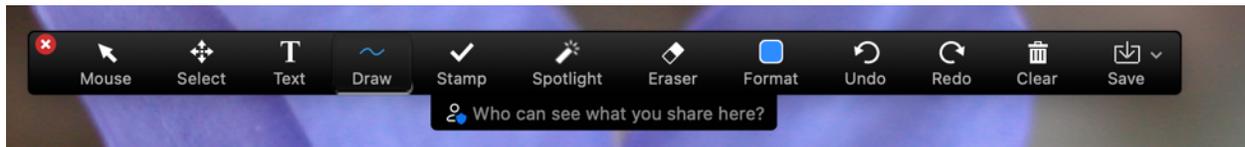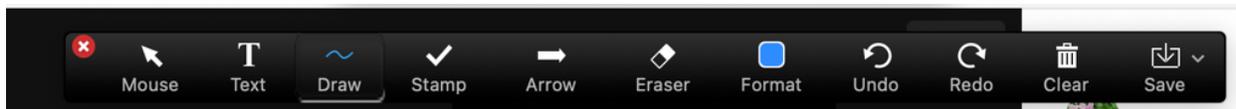
ANNOTATION

Module #19

When someone is sharing their screen, participants can 'mark-up' what they see regardless of whether it is a PowerPoint presentation, a document, or a portion of a screen. This can be a great tool to encourage students to engage directly with the content.

When Screen Sharing is active, look for the Annotation tool bar in your meeting controls along the bottom of your window, or in the View options.

The Annotation tool offers several ways to interact with what appears on the screen:

**Screen-sharing View** – this is what the Presenter or Host/Moderator will see

**Participant View** – this is what an attendee will see

ANNOTATION TOOLS

- **Mouse** – shows a mouse symbol on the screen; using this deactivates the Annotation tools
- **Select** – click on or draw a box around an element; only available to the Host or the participant sharing their screen
- **Text** – allows text to be typed
- **Draw** – draw free hand or pick a specific shape
- **Stamp** – add an icon such as a check mark, arrow, an 'x', heart or star

- **Arrow** – only available to those viewing the shared screen; adds an arrow with the participants name on it; if another arrow is drawn, any previous ones will disappear
- **Spotlight** – creates a highlight where you point your mouse, and new to Zoom, a Vanishing Pen – draw or write something and it will gradually disappear rather than remaining on the screen (only available to the Host or the participant sharing their screen)
- **Eraser** – allows you to erase individual elements that have been added by you
- **Format** – adjust the colour of annotations, size of the line, format font etc.
- **Undo** or **Redo** – affects only annotations that you have made
- **Clear** - delete all annotations (as Host), or just the ones you have made
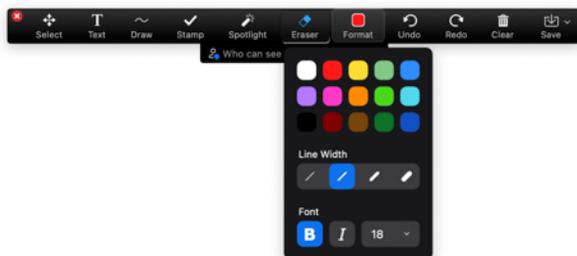- **Save** - save the screen with annotations as a PNG or PDF file
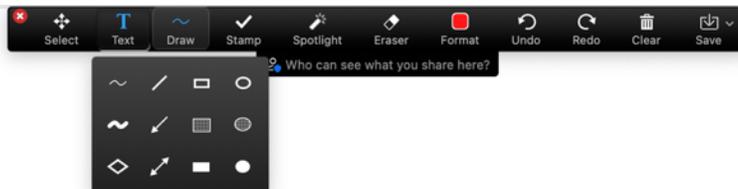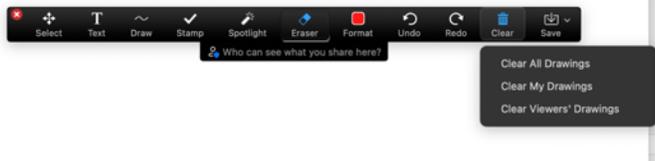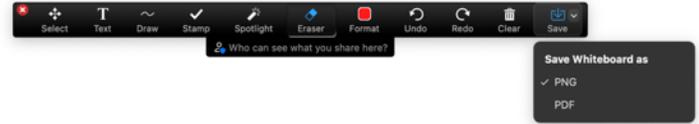

DRAW TOOLS
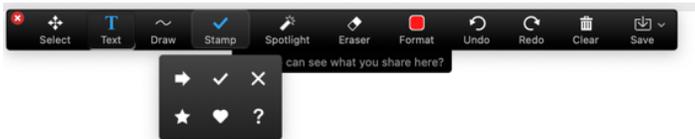
STAMP TOOLS
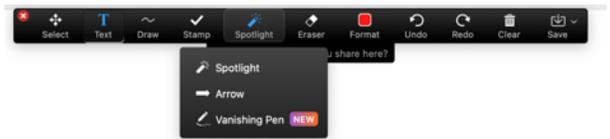
SPOTLIGHT TOOLS

FORMAT TOOLS

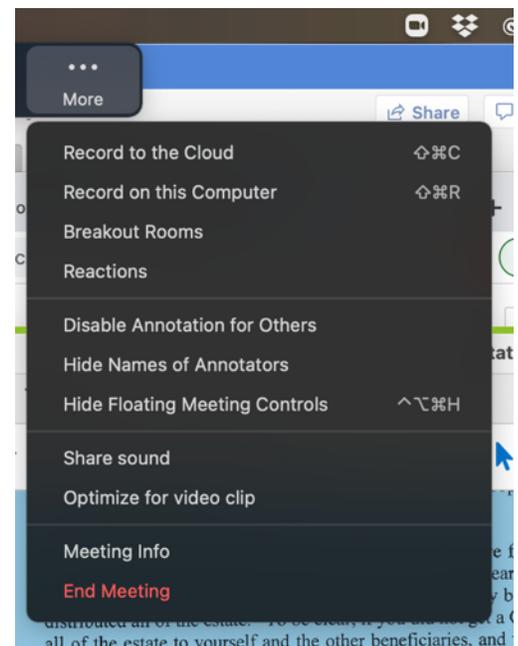**CLEAR** OPTIONS   **SAVE** OPTIONS

ANNOTATION OPTIONS

In your Screen Share controls, use the **More** menu to:

- **Disable/Enable Annotation for Others -** determines if only you can annotate, or other participants as well
- **Hide/Show Names of Annotators** – if Show, then the name of the annotator will show up while they are working on the screen

Strategize on the content you will be sharing with students. This is a quick and easy way to have students physically interact with the content – take advantage of it. Challenge yourself to use this tool at least 2-3 times in a class.

Some ways you can ask students to use Annotation are:

- Underline key words
- Circle unfamiliar words
- Circle the answer to a multiple-choice question
- Add a stamp (check mark) to what they see as the most important concepts
- Label a diagram using text
- Match items using the draw tool

- Rank or order items using text
- Ask a student a question and have them point to or add a stamp to the correct answer

If the material being presented is of value to students, the Annotated screen can be saved – either by each individual student, or by the instructor who then shares the saved document.

Note: If someone is using a Mac they may be asked to allow access through the Security and Privacy menu.