

STARTER SHEET:

REVIEWING IN CROCODOC

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100% Page 1/1 Annotate

Comment Draw Text Highlight Strikeout

Acceptable Use Agreement

Name: Date:

This Acceptable Use Agreement has six conditions or facets of being a Digital Citizen.

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.

Annotating and commenting on students documents in a shared space

FORMATIVE ASSESSMENT

Assessment that is interpreted and used to give directions or make decisions about next steps in learning process. This assessment is looking forward, it supports future learning and reinforces current learning.

Crocodocs allows files to be uploaded shared commented and annotated and then if required downloaded in the original format or as a PDF file.

Crocodocs is an online service that is available in personal (free) mode or as a subscription. The tool allows the user to upload a file in portable document format (PDF) or in the Microsoft office formats (doc, docx, ppt, pptx, xls, xlsx etc). Once a file is uploaded the user can share this with a number of people by sending a link, e-mailing the person or persons, or embedding the URL.

Crocodocs is viewed via a web browser and is accessible on mobile devices like the ipad, iphone, android powered devices and the Kindle fire. Since it is using CSS3 and HTML 5, no special application needs to be installed, it uses the devices browser.

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100% Page 1/1 Annotate

Comment Draw Text Highlight Strikeout

- Point Comment
- Area Comment
- Text Comment

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Crocodoc allows you to annotate at a specific point, selecting an area or a body of text. The comments are marked by the annotator's name.



[HTTPS://crocodoc.com](https://crocodoc.com)



Home

- [Add Document](#)
[New Folder](#)
[New Shared Folder](#)
[Delete Selected](#)

<input checked="" type="checkbox"/> Title	Date Added ↓	Last Modified
<input checked="" type="checkbox"/> acceptable+use+agreement+1.1.pdf	Just now	—

Create a shared folder

You can share a set of documents by moving them into a folder and sharing that folder.

Using Crocodocs in the classroom is straight forward and simple. Once an account has been created, you simply upload the document you wish to have commented on and invite the people you want to share it with. If there are a number of documents that you wish to share or comment on it is easier to create a shared folder and provide access to this, again by distributing the link.

Once the files are uploaded and available, the teacher or annotator can work through the document and leave suitable notes and comments. If the person has an account and is logged in, then the commentators name will appear with each comment. Having the students set up an account and use a clearly identifiable name helps to limit the chances of inappropriate comments being left. It is critical that students are briefed on what is and is not acceptable when leaving comments. For example focusing on the work not the person, being enabling rather than critical etc.

New Shared folder

What to share: Entire folder

Sharing link: <http://personal.crocodoc.com/6Y0qFK6>

Allow others to:

- View documents
- Add comments and mark-ups
- Upload new documents to this folder

[Close](#)

Controlling access rights is simple and requires ticking a box.

The toolbar contains a variety of different tools like:

- Text which formats the comments and text on annotated on to the document. Selecting different colors for each collaborator is a useful suggestion as it makes sorting comments easier.
- Highlight, which formats the highlighters to emphasis text or elements of the page. Similarly to text having each collaborator stick to a single color highlighter is useful in linking comments and selections.
- Draw which provides a limited set of drawing tools.

For teachers, much more consideration needs to be taken when providing feedback for student assessment material. Too much feedback and specific suggestions may raise questions of authenticity of the students work.



<http://Edorigami.wikispaces.com> <http://fluency21.com>

[Share](#) [Download](#)

Download original
Filetype: PDF

Download marked-up PDF
Includes markups

The download options allows the user to download the original document and the document containing the comments and annotations.

Comments are tagged by name. You can reply to the comments allowing the people sharing the document to have a threaded discussion. If multiple people are editing the document you can switch on or off different users comments. using different colors for comments is very useful in managing the information.

Expanding the collaborator pane allows you to add more people and view comments. You can sort by pages or collaborator.

Feedback is always task focused. Enables the learner to develop and improve. Honest & supportive and appropriate to the maturity of the learner

By Andrew Churches

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<http://edorigami.wikispaces.com>