

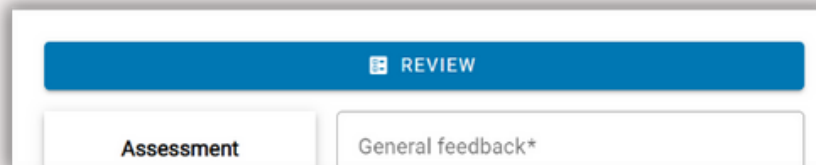
# Giving Feedback in OnStage

## Two ways of giving feedback

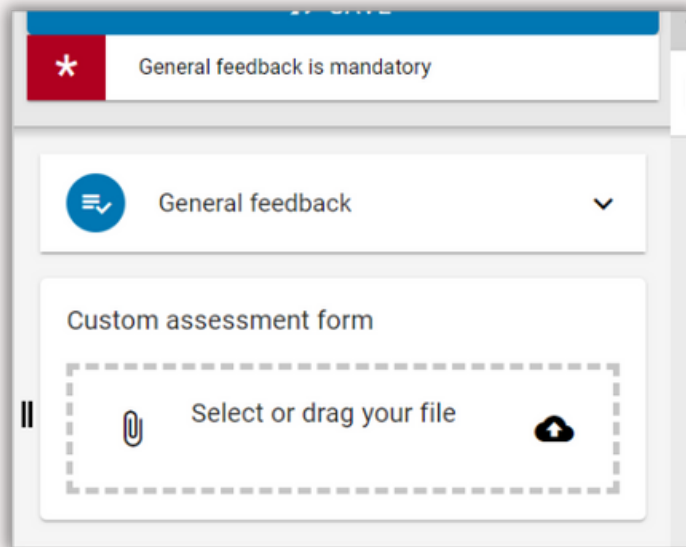
For feedback-oriented steps you are (often) allowed to upload your own feedback document, such as a Word or PDF document with your comments (on the submitted work). OnStage also has its own annotation system you can use to give feedback.

### 1. Upload your own feedback (or assessment) document

Open the Review window in the appropriate step.



Upload your document under 'Custom feedback form' or 'Custom assessment form'.



#### Where can the student find the uploaded feedback document?

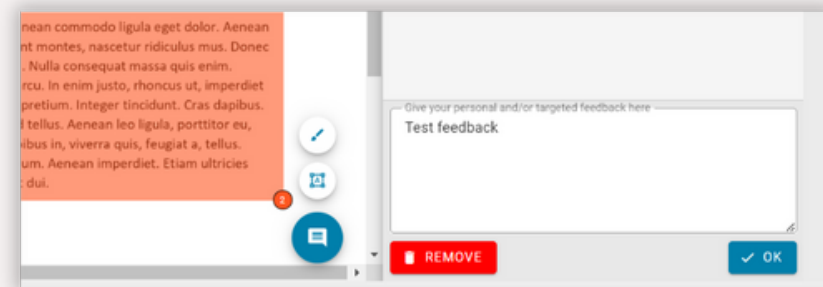
Once you have confirmed your assessment the student can find the feedback document under the VIEW button.

### 2. Using OnStage annotations

Open the Review window in the appropriate step. Click on the remark box icon to close and open the [Annotation overview](#) either in the bottom right corner of document view or at in right hand side.

There is a (square) **text selection mode** to give written feedback on sections of text. Click on the text selection ('A') icon in the right bottom corner. For touch screens there also is a **pen annotation mode**.

After highlighting text or using the pen annotation mode written feedback may be entered in the text box on the right. Click 'OK' to confirm.



It is possible to organise annotations by assigning (colour-coded) tags. When creating or editing an annotation click on the plus icon to create a set of tags or or box/arrow icon to import a previous set.

#### Where can the student find the annotation feedback?

The student can view the targeted feedback by clicking the FEEDBACK button in the step or in the documents tab.