Teacher Help: Make and share Annotations and Bookmarks

Creating and Finding Annotations

Creating Annotations

To add an annotation to your book, select the text you’d like to annotate with the cursor.

Annotation bar

After selecting the text, you can choose to highlight the passage, add a note, weblink, hyperlink or voice note. You can add multiple annotations to the same section of text. You can also edit or delete your annotations.

Finding Annotations

1. To find annotations go to My Activity in the side navigation.

2. My Activity is organised by Content and by Time (with most recent at the top)

   Within My Activity you are able to edit, delete and navigate to annotations.
Sharing Annotations

1. To share your annotation click into it and select the Share option.

Share option

2. Select the recipient of the link from the list and click the Apply button.
Creating, Finding and Sharing Bookmarks

Creating Bookmarks

To create a bookmark click on the **Bookmark** icon in the **Navigation bar** at the bottom of your screen and click on the point in the text you would like to bookmark.

![Bookmark Icon]

Clicking on the **Bookmark** will open a box offering the options to edit the name 🖊️, share🔗 or delete-trash your **Bookmark**.

Finding Bookmarks

1. To find annotations go to **Bookmarks** in the side navigation.

2. Click on the **Bookmark** to navigation to it

Sharing Bookmarks

1. To share a Bookmark click on the share🔗 option

![Share Options]

2. A box will open with a long and a short URL

3. These URLs can be sent directly to users or added to documents

If users are not logged into Cambridge Elevate when they try to access the URL they will be taken to the log in page and then to the specific location of the bookmark.