Teacher Help: Make and share annotations and message students

Creating and Sharing 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.

Sharing Annotations

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

2. Select the recipient of the link from the list and click the Apply button.
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.

Clicking on the **Bookmark** will open a box offering the options to edit, share or delete your **Bookmark**.

Messaging Students

To send messages to your students click on the **Messages button** and select a recipient from the pre-populated list. This could be a group or an individual. Compose your message and send.

A notification will appear on your message button when you have a new message.