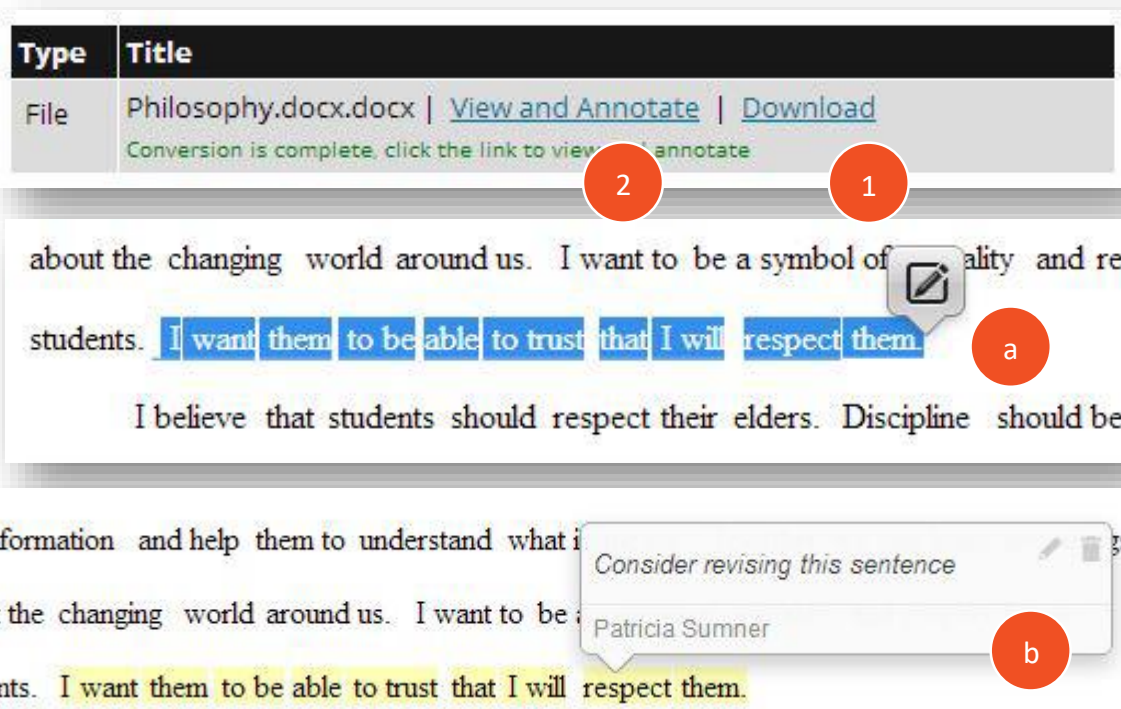# VIEW AND ANNOTATE STUDENT SUBMISSIONS: FILE UPLOAD

1. When students submit their work as a file upload, you will have the option to Download the student's file to save it to your computer.
2. Or you can click on View and Annotate to open the document in your internet browser. To annotate:

    a. Select the text you wish to annotate, then click on [icon] to leave an annotated comment.
    b. Click **Save** to add your annotated comment.
    c. Click on [pencil icon] to edit your comment [trash icon] or to delete it.