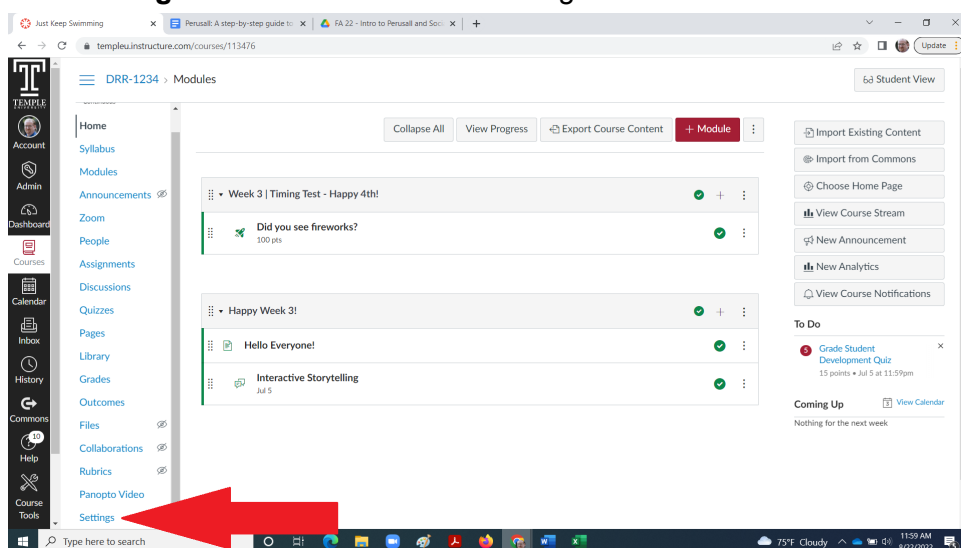


# Perusall: A step-by-step guide to getting started.

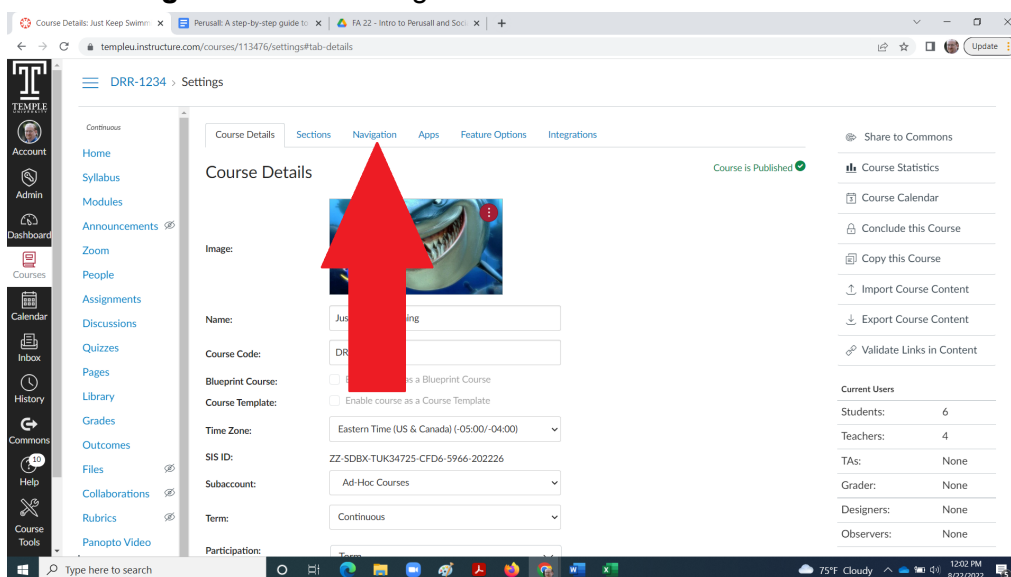
Short Cuts: [Set up Perusall on Canvas](#) | [Add Your First PDF](#) | [Creating an Assignment](#) | [Start Instructor Annotations](#) | [Make Assignment Available on Canvas](#) | [Further Assistance](#)

## Setting up Perusall on Canvas

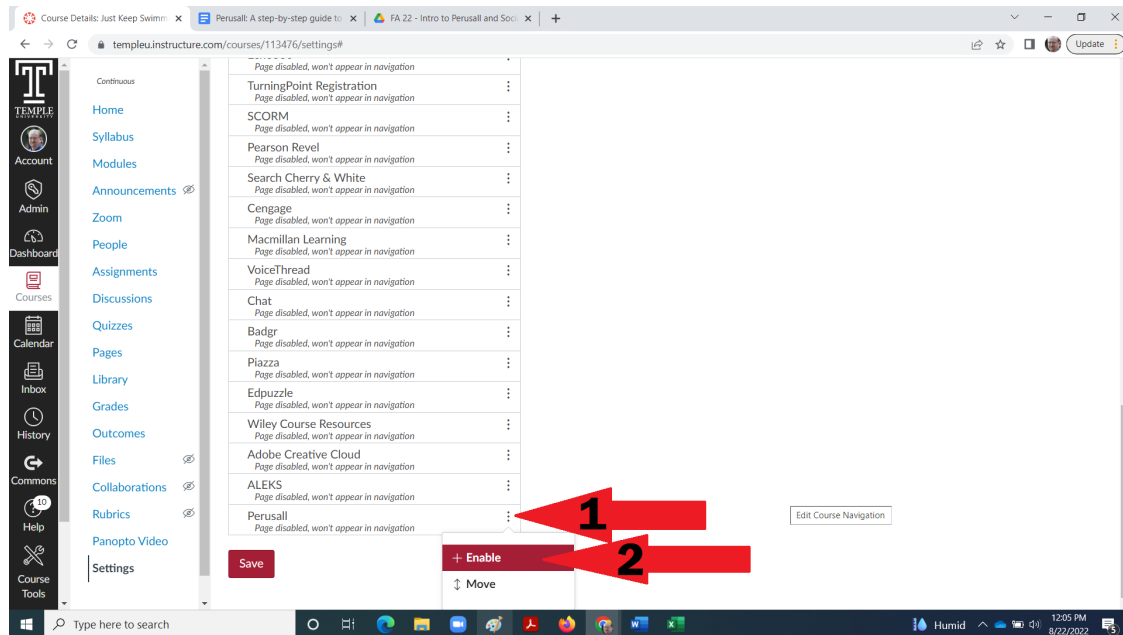
1. Enter your Canvas course.
2. Click on **Settings** in the blue course level navigation menu.



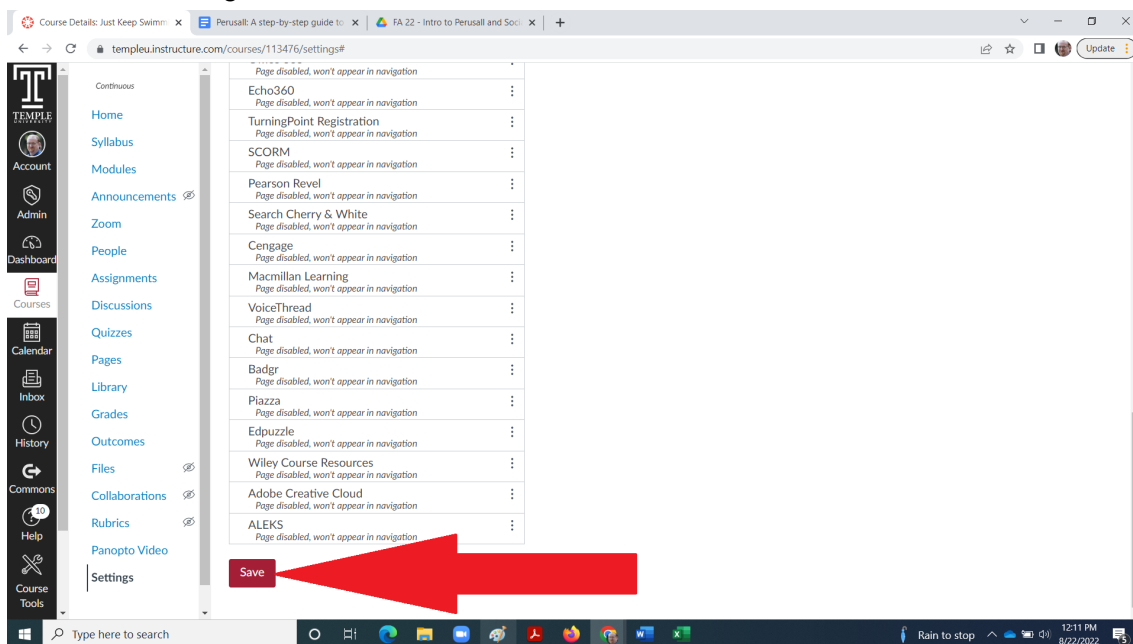
3. Click on **Navigation** in the Settings tabs.



4. Scroll down to the bottom of the second list. Find **Perusall** and click on the three dots next to it. Then click on **Enable**.



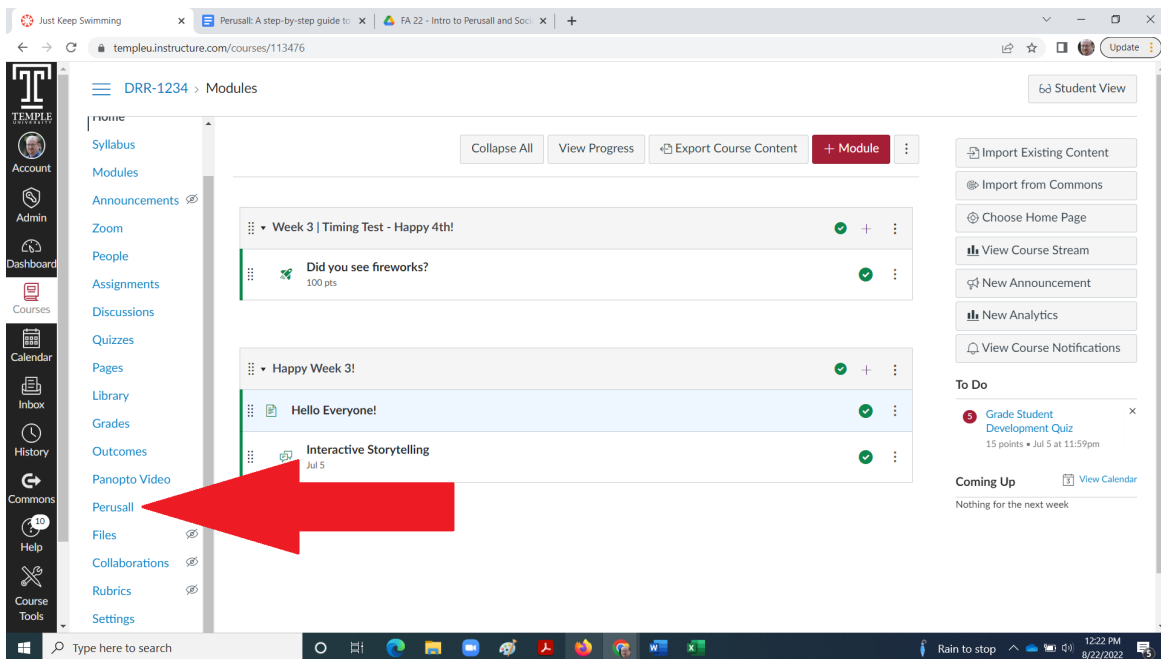
5. You will now be slid up to the top of the first list. Perusall should now appear in that list. Scroll down again and click **Save**.



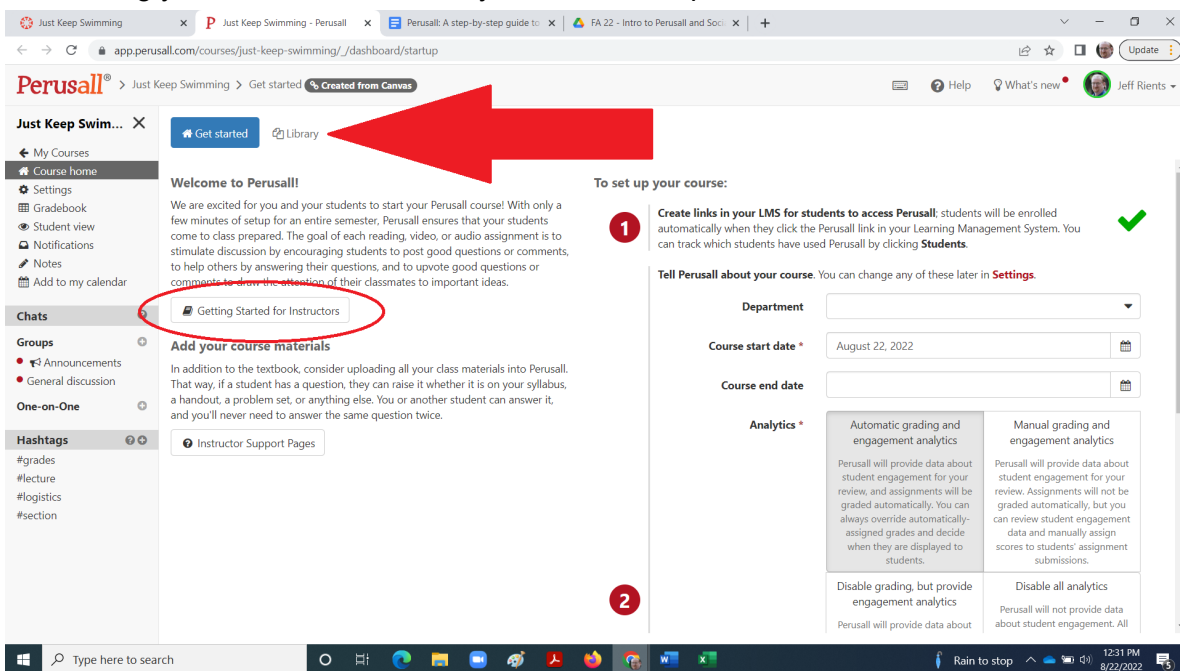
6. You should be all set! Perusall should now appear on the course-level navigation menu as one of the items in blue.

# Adding Your First PDF into Perusall

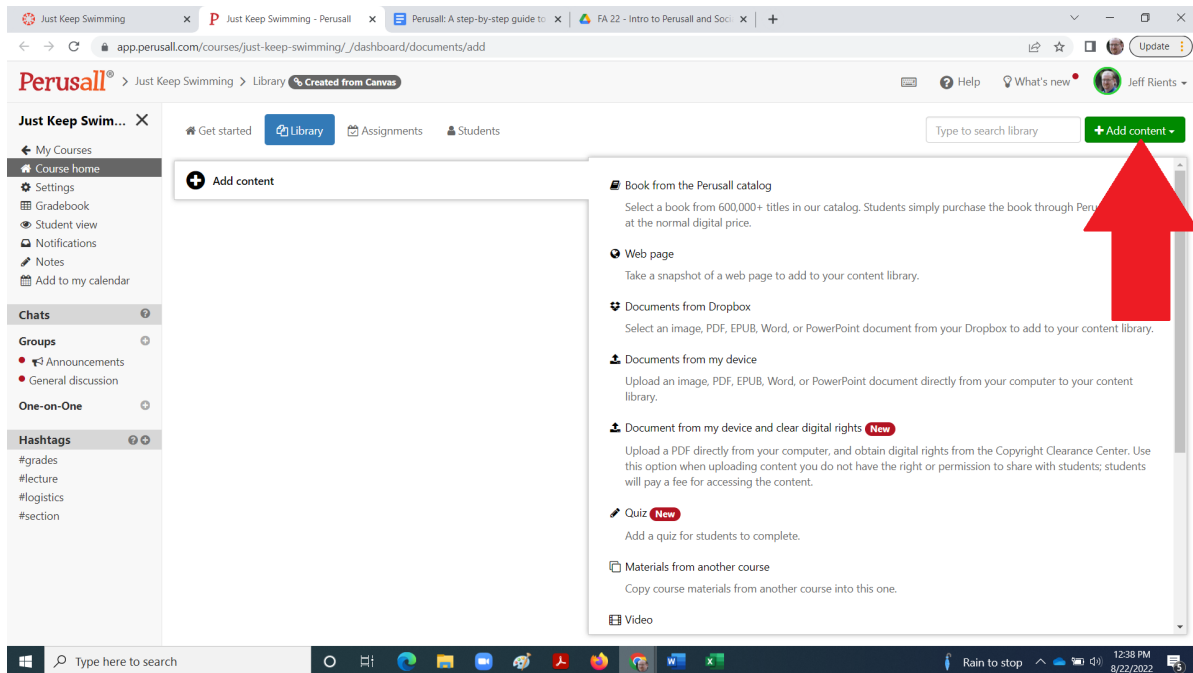
1. Click on the **Perusall** item in the blue list of course-level navigation items.



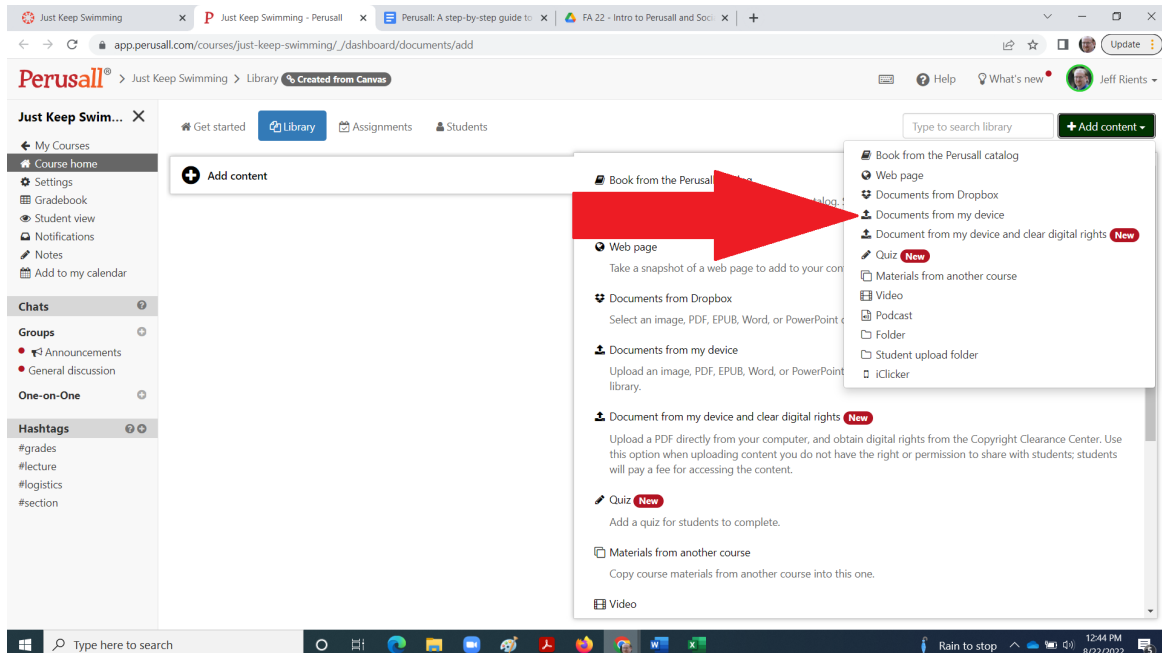
2. A new tab should open with your course's Perusall page. You may want to try clicking on the **Getting Started for Instructors** button. However, these instructions continue by asking you to click on the **Library** tab near the top of the screen.



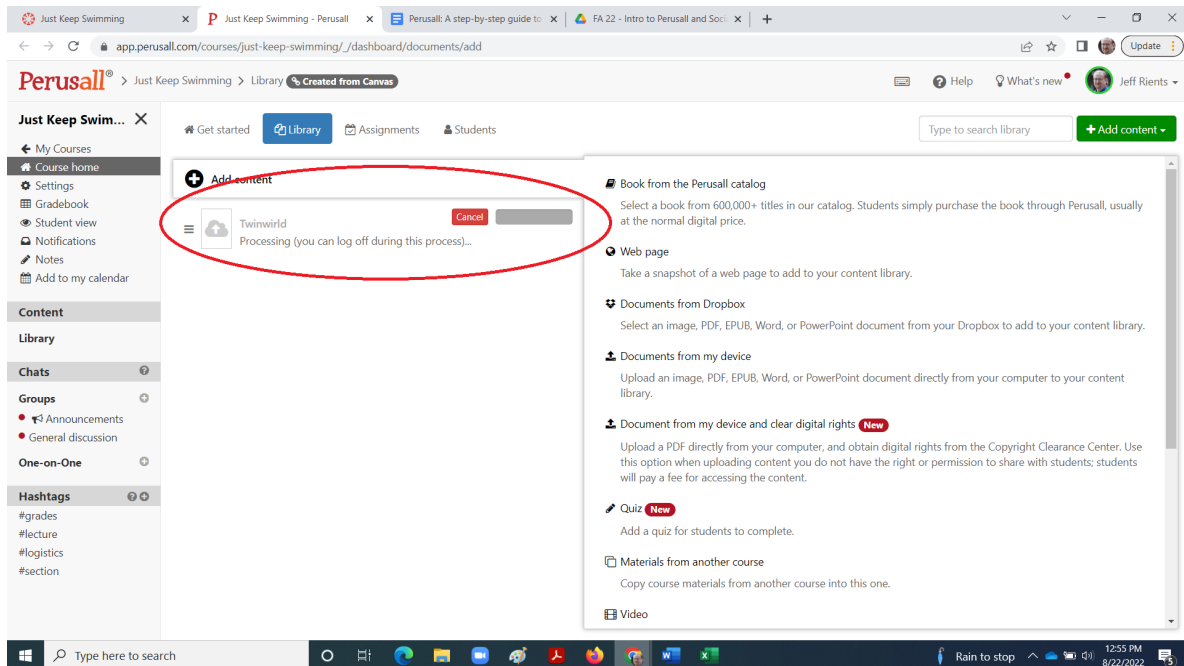
3. To add something for students to annotate, click on the green **Add Content** button in the upper right corner.



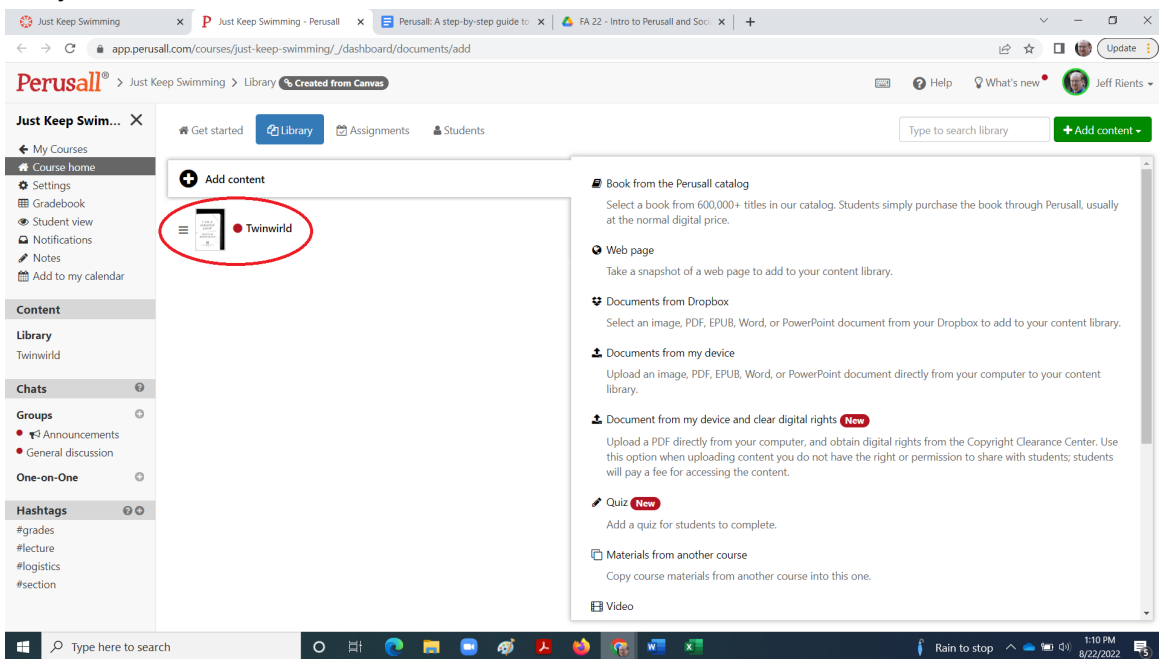
4. The button should turn black and a submenu should appear underneath it. We'll continue by selecting **Documents from my device**.



5. You should now be able to navigate to the document on your computer. Once selected, you will get a message that the text is Processing and you can log off in the meantime if you desire. The grey bar to the right of the red Cancel button will fill up with blue as the processing... processes.



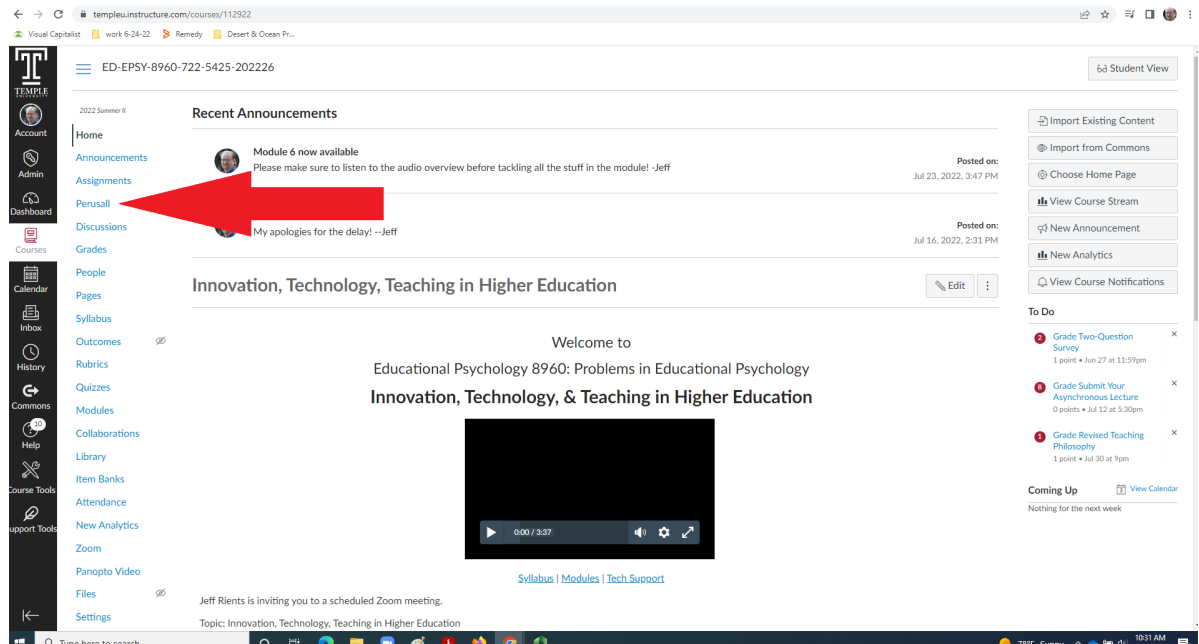
6. Once done, a thumbnail of the cover and a red dot will appear. You're all done uploading your document!



# Creating a Perusall Assignment

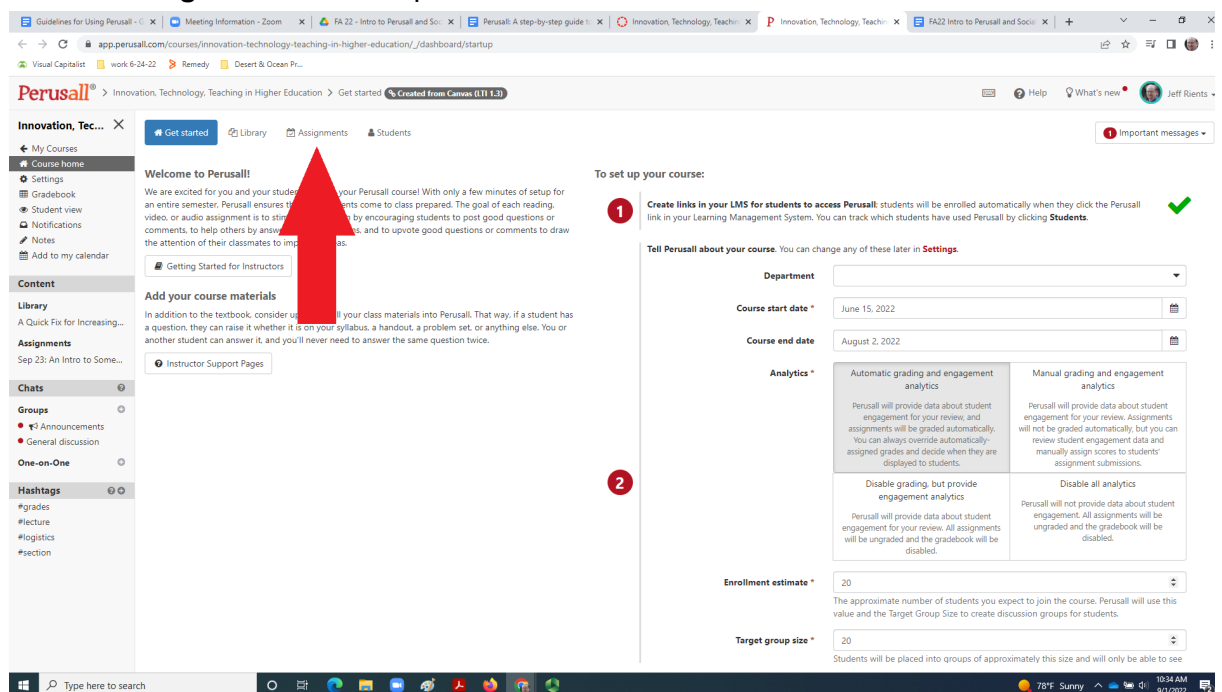
Now that you have content in Perusall, you need to build an assignment to make it visible to students.

1. If you are not already there, access Perusall through your lefthand course-level navigation (the items in blue).

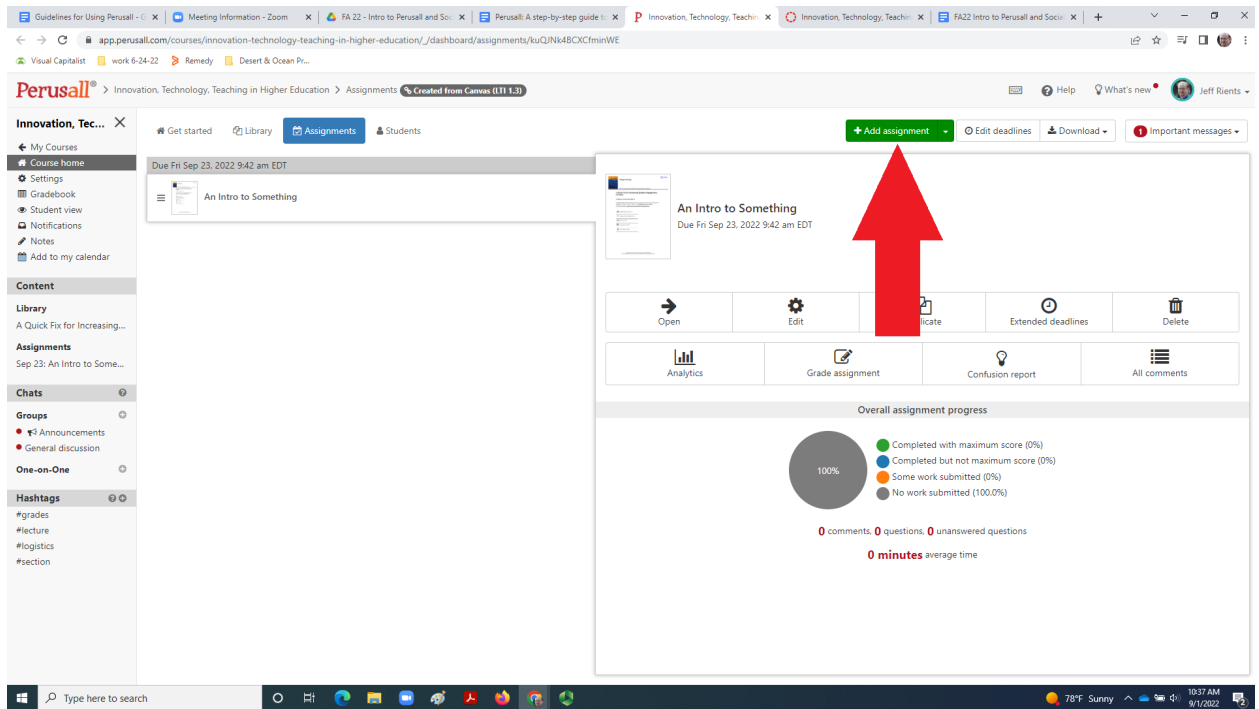


(The exact location in the list will vary depending on where you added it.)

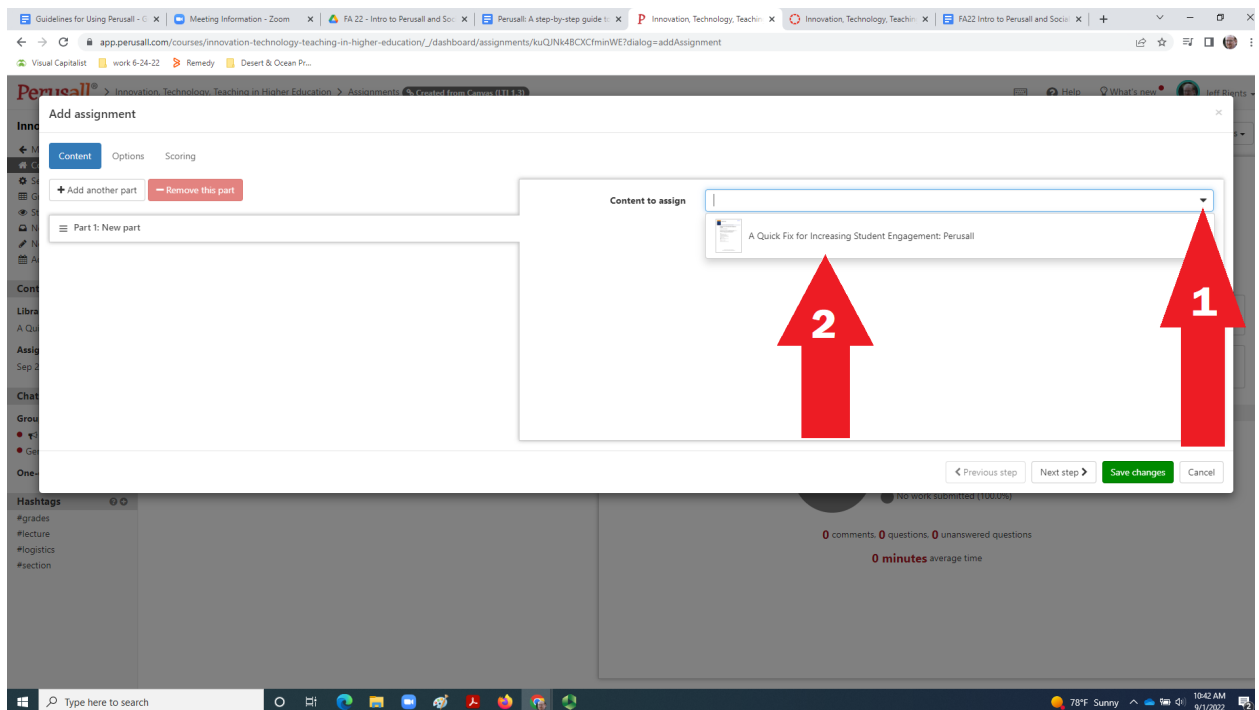
2. Click on **Assignments** in the top tabs.



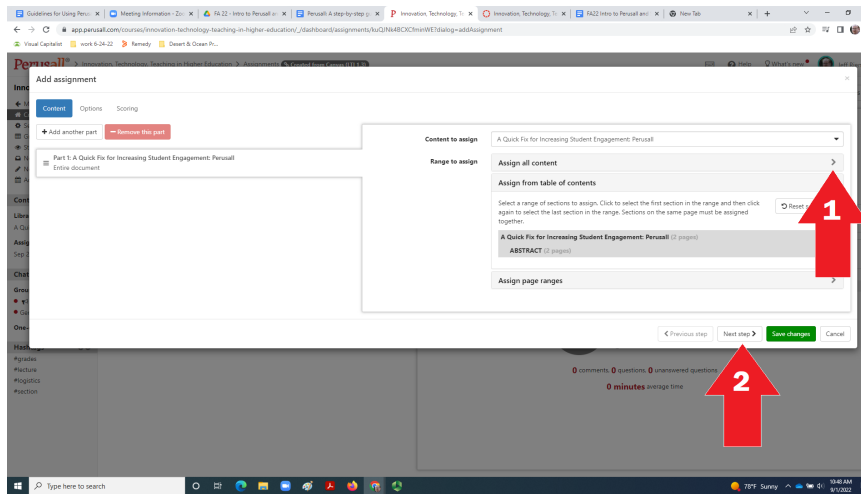
3. In the new page that opens, click the big green **Add Assignment** button in the upper right.



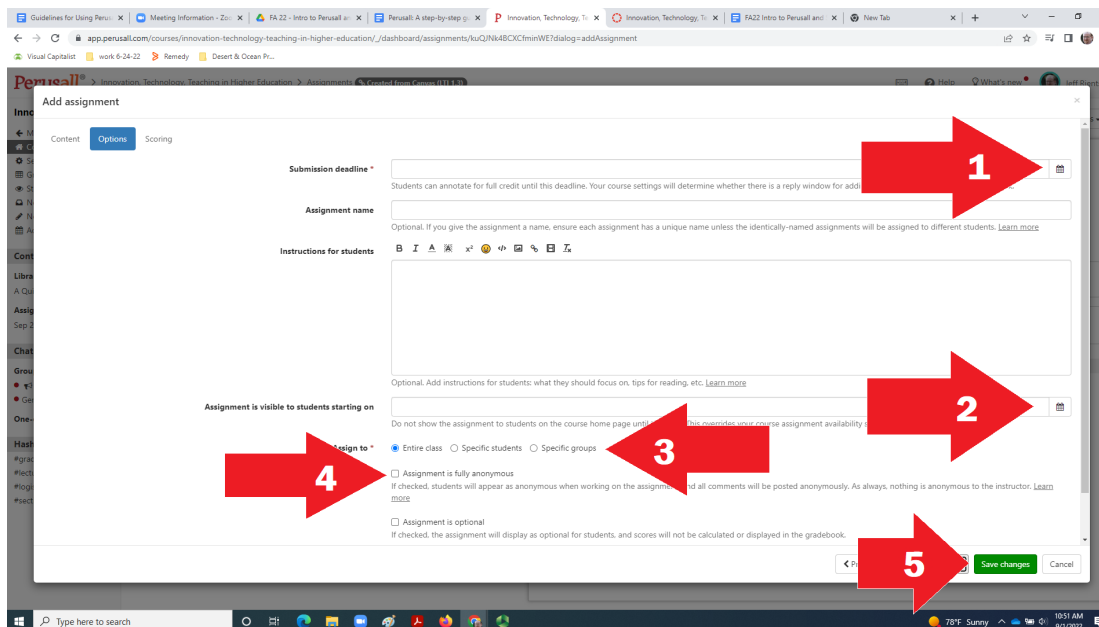
4. The Add Assignment pop-up window should appear. Use the pulldown menu to select the item you want students to annotate. (The pulldown will list all items you have added to the course.)



5. The **Range to Assign** options will appear. For demonstration purposes, we're going to select the arrowhead for **Assign All Content** and then go to the Next Step.



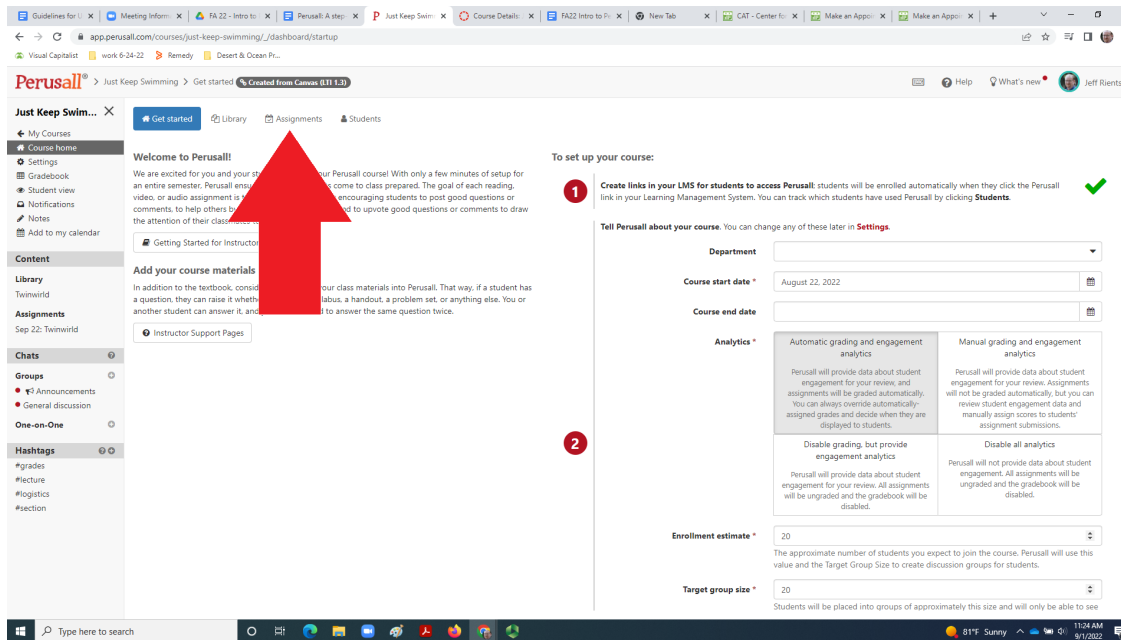
6. You are now on the **Options** screen. The only thing you must do here is assign a **due date by which the students must complete their annotations** (arrow 1). On this screen you can also give the assignment a name, provide further instructions, set an available date to keep the assignment invisible until a later time (arrow 2), assign the task to groups (arrow 3; this is useful in large classes; Perusall can import groups from Canvas), and you can anonymize all annotations (arrow 4). **Once you are done here, click Save Changes in green (arrow 5)**



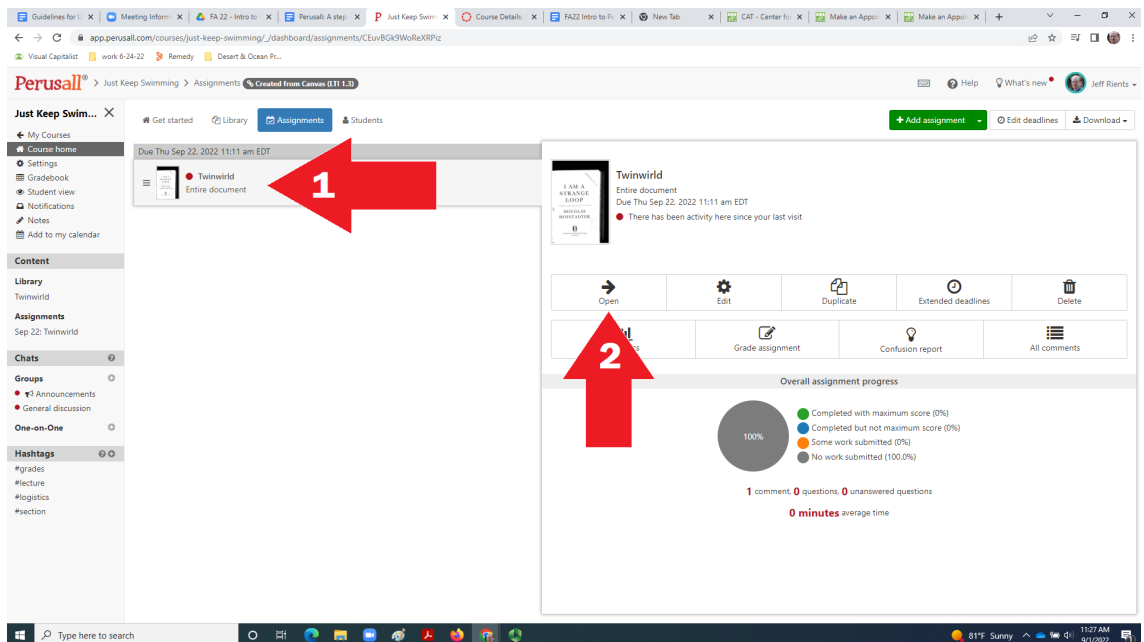
7. You will now be taken back to the main **Assignments** page in Perusall. You can click the **Open** button to start your own annotations in the text ([next section of this document](#)). To make the Assignment available to students, you will need to load it into Canvas ([final section of the document](#)).

# Starting Your Instructor Annotations

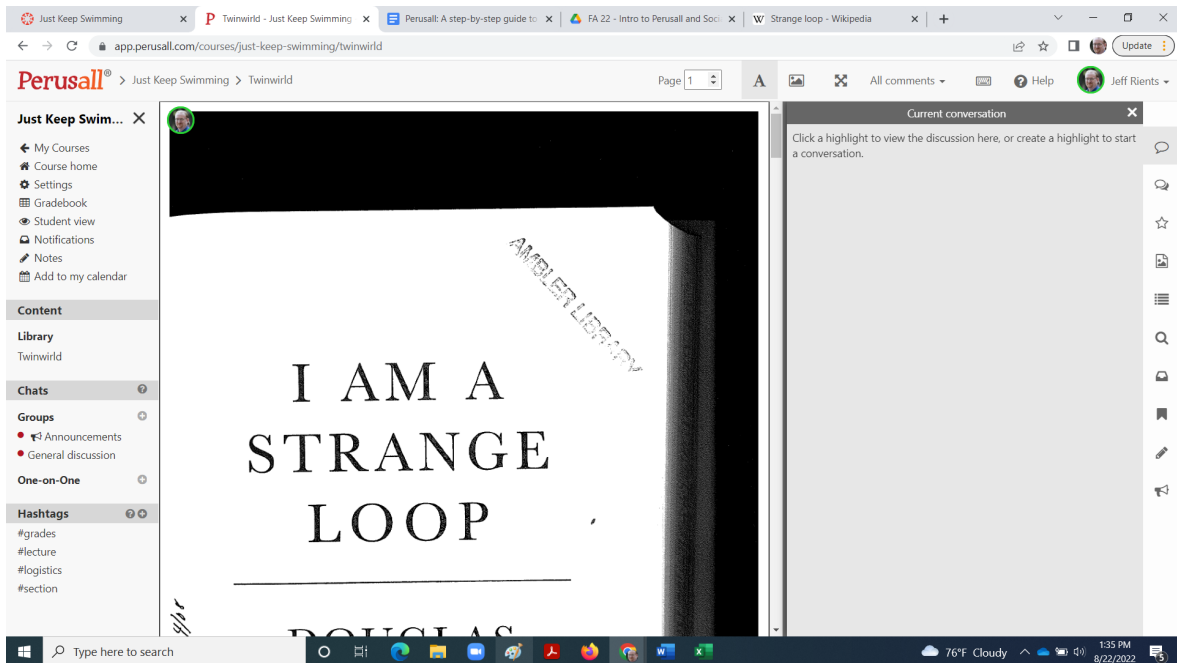
1. If you are not already there, access Perusall through your left hand course-level navigation (the items in blue). Go to your course's **Assignments** in the top navigation tab.



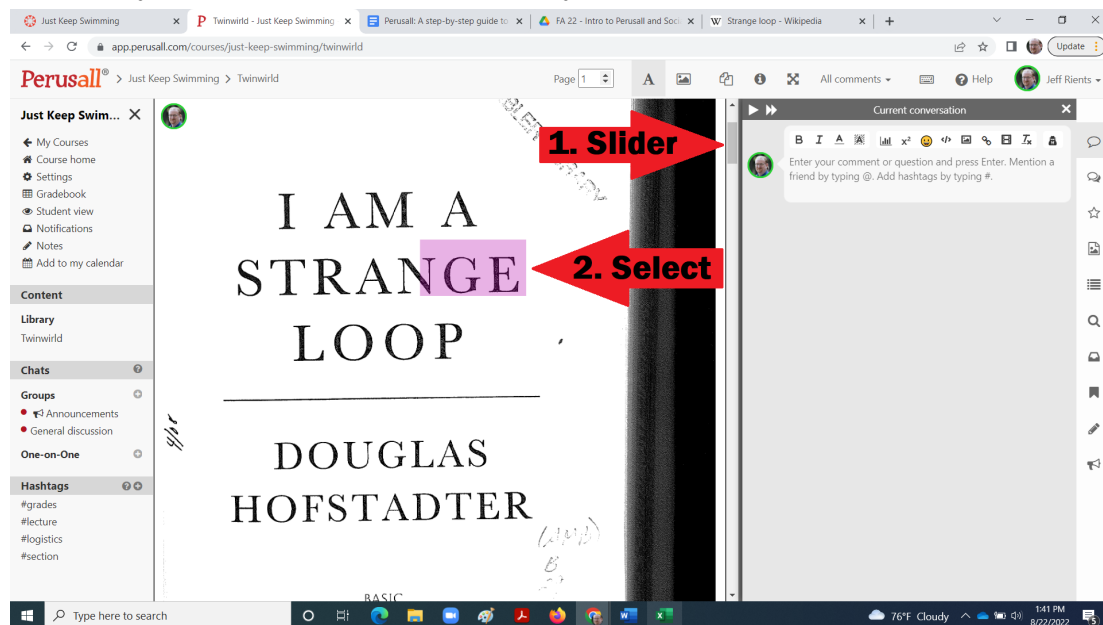
2. Then click on the text you want to start annotating, then click the **Open** button on the new menu that will appear on the right.



- This brings up a new view, with the document displayed at reading size on the left and the conversation tools on the right.

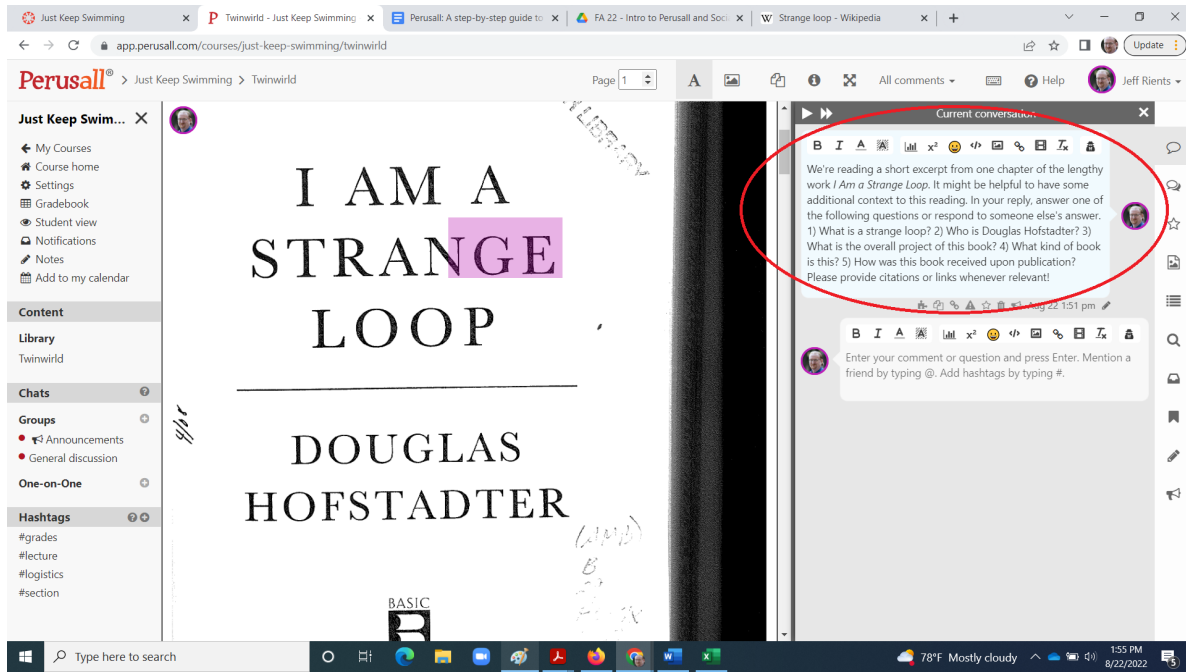


- Using the scroll tool to the right of the text, move through your document until you find the text you wish to comment upon. Use your cursor to select the relevant text.



**Note:** I was unable to highlight the entire phrase “strange loop” as I desired because I am working with a substandard old scan of this text. If you find yourself in a similar situation you may be able to convert an old PDF in Adobe Acrobat or you may need to get a better version of the text. I’m going to continue the demo as-is, because the social annotation features will work so long as you can highlight part of the relevant text or even a blank space near it.

5. After selecting a passage, a new space opens up to the right. There you can type your comment. There are also several tools you may wish to explore! I will type a basic annotation of the type intended to start a conversation with the students. Note that hitting Enter/Return will complete the annotation, but you can go back and edit it.

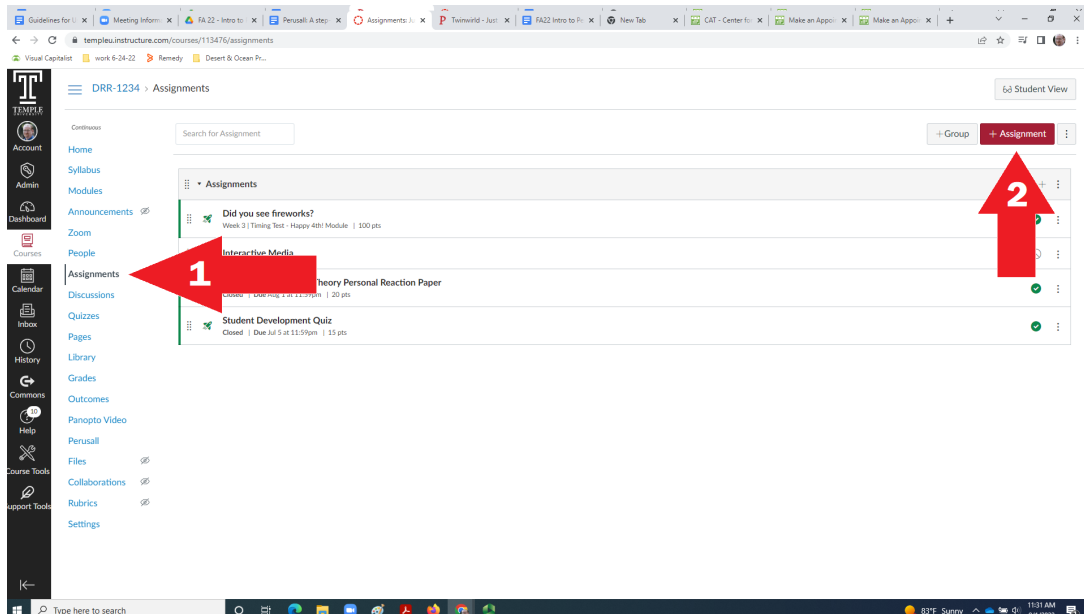


**Note:** Immediately after I hit Enter to finish the annotation, a new space opened up below my note for me to reply to my own comment. Students will see something similar after every prior annotation they encounter.

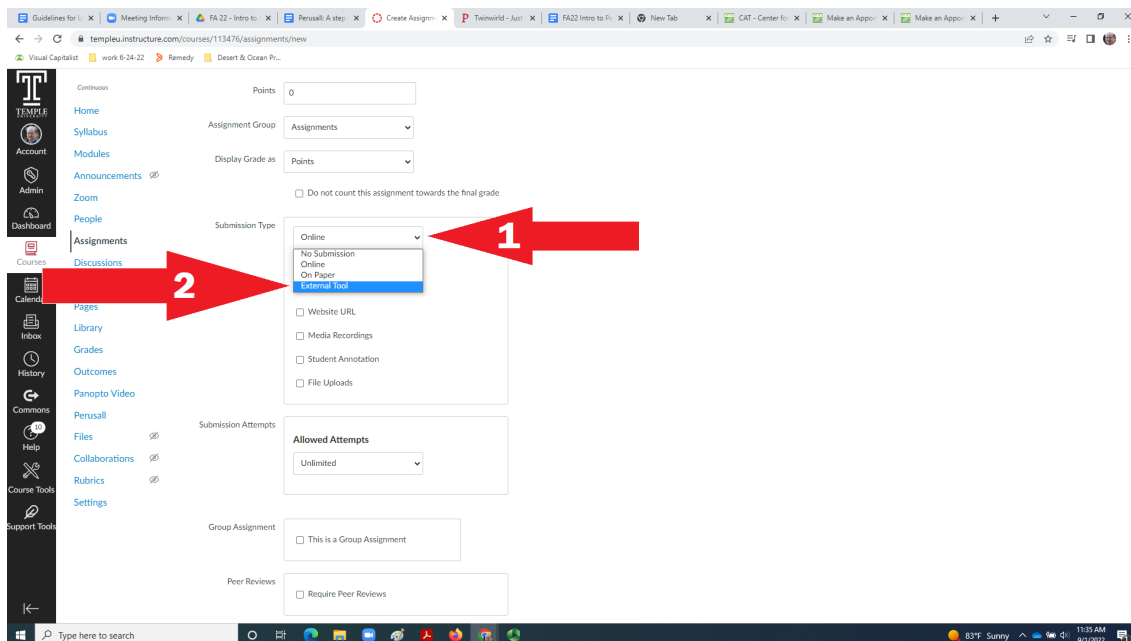
6. Repeat steps 4 & 5 until you have added all your annotations to the text. Initially at least, we recommend seeding the conversation with at least 3-5 comments to encourage student participation. When the students enter the text (using the same Perusall tool in Canvas you did to set up all of this), your highlights will be visible. Clicking on each highlight will open your annotations.

# Making A Perusal Assignment Available to Your Students on Canvas

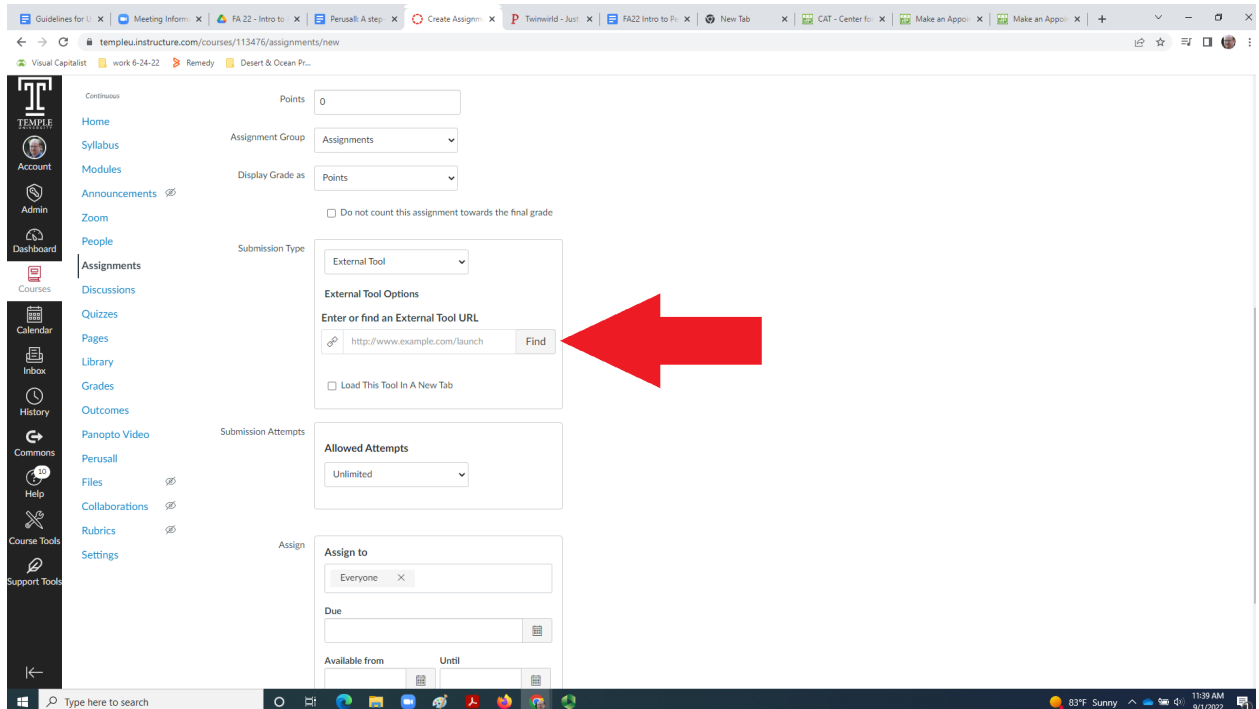
1. In your Canvas course, go to the **Assignments** page in the left hand course-level navigation (the items in blue). From there, click the red **Add Assignment** button in the upper right corner.



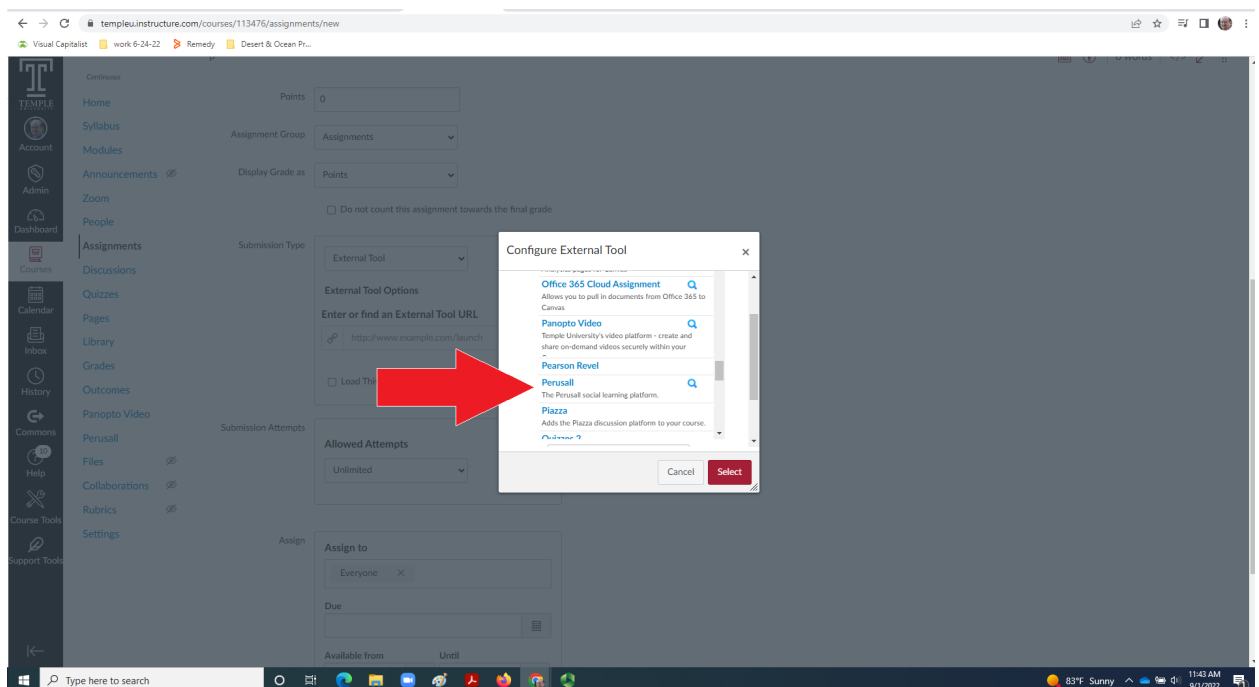
2. Name the assignment, add instructions, and set grading as usual. Slide down to the **Submission Type** section. Click on the down arrowhead to access the pulldown menu. Select **External Tool**.



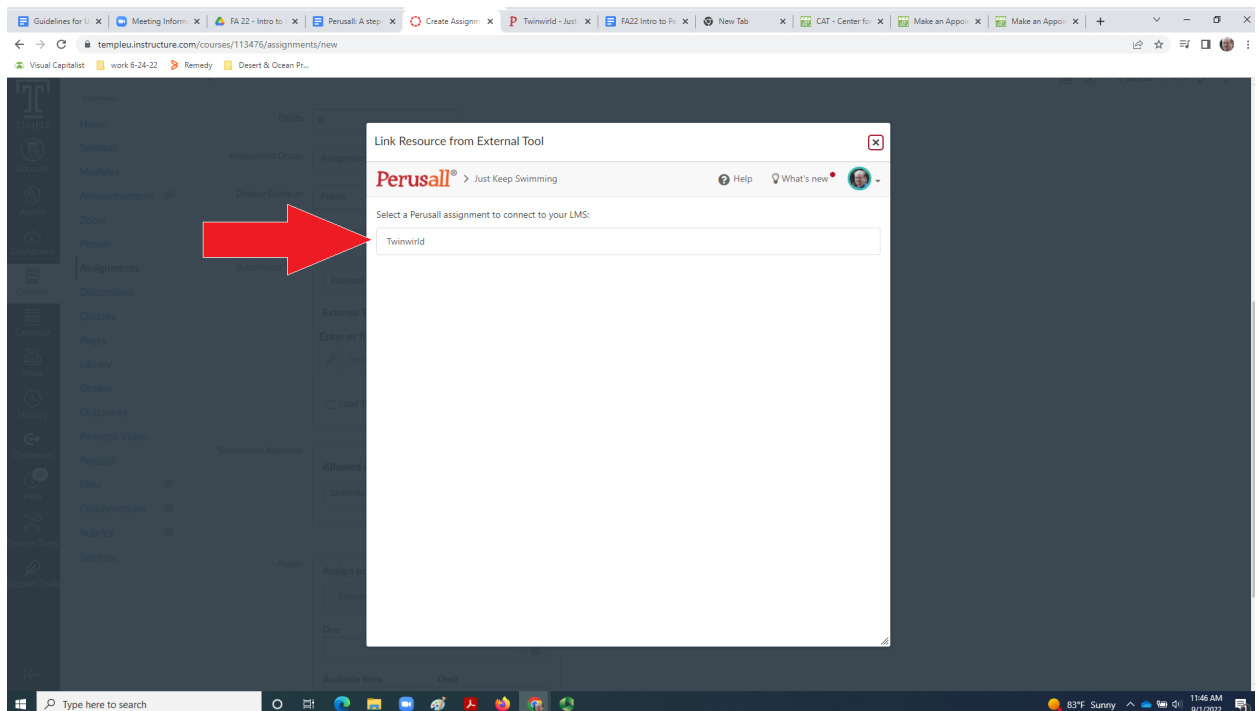
3. The Submission Type box will change. Click on the **Find** button.



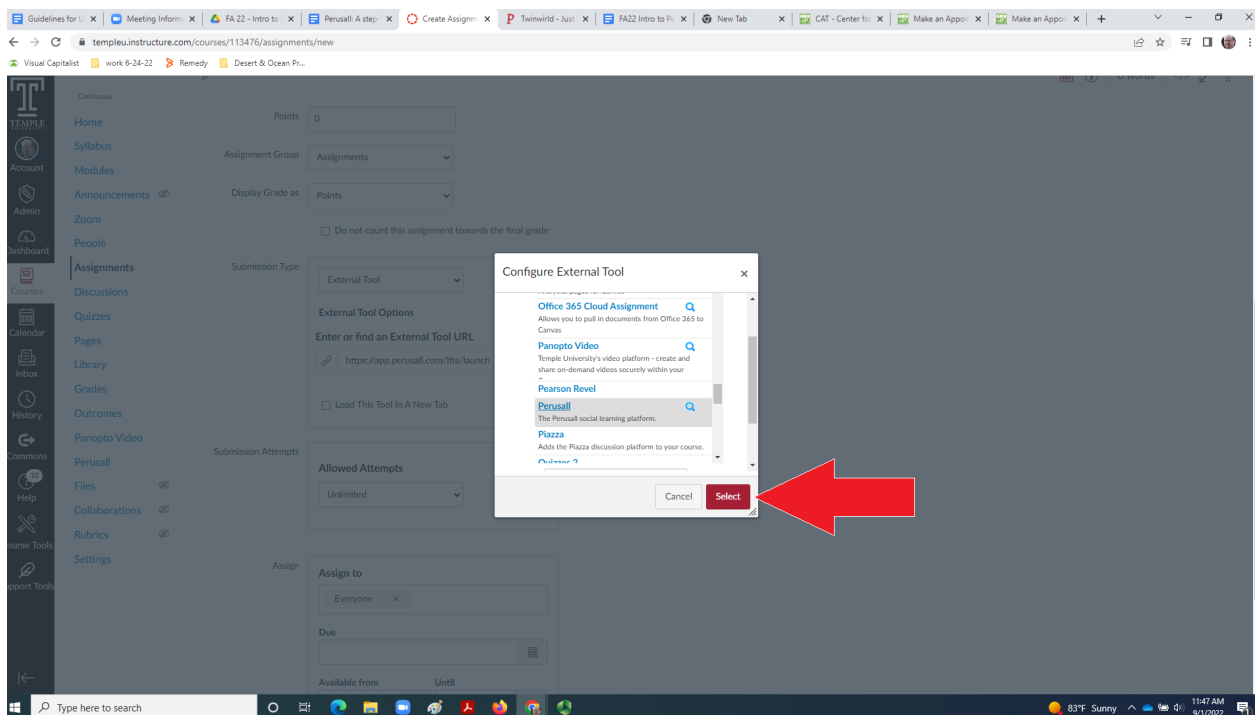
4. A new window will pop up. Using the two slider tools, find **Perusall** on the list and click on it.



5. Another pop-up window will appear, with a list of all the assignments you have built in Perusall for this course. Select the item you want.



6. You will be returned to the prior pop-up window. Click the red **Select** button.



7. Finish configuring the Assignment by Submission Attempts and Assign boxes as usual, then **Save & Publish**.

The screenshot shows the 'Create Assignment' page in Canvas LMS. The left sidebar contains navigation links: Home, Syllabus, Modules, Announcements, Zoom, People, Assignments (selected), Discussions, Quizzes, Pages, Library, Grades, Outcomes, Panopto Video, Perusall, Files, Collaborations, Rubrics, and Settings. The main content area has three sections: 'Submission Type' (set to 'External Tool'), 'External Tool Options' (with a URL 'https://app.perusall.com/ltia/launch' and a 'Find' button), and 'Submission Attempts' (set to 'Unlimited'). Below these is the 'Assign' section, which is currently empty. At the bottom right, there are three buttons: 'Cancel', 'Save & Publish', and 'Save'. A large red arrow points directly to the 'Save & Publish' button.

8. You should now see the launch window for Perusall. You're all set! The students can navigate to this assignment via the Canvas Assignments page like any other assignment or you can add this assignment to a module using the usual procedure.

The screenshot shows the 'Perusall Assignment: Twinworld' page in Canvas LMS. The left sidebar is the same as in the previous screenshot. The main content area shows the assignment title 'Perusall Assignment: Twinworld' and a message: 'This tool needs to be loaded in a new browser window'. Below this message is a button that says 'Load Perusall Assignment: Twinworld in a new window'. On the right side of the page, there are two buttons: 'Edit Assignment Settings' and 'SpeedGrader™'. The top right corner of the page shows '63 Student View'.



**Center for the Advancement  
of Teaching**

You're Not Alone! We're here to help!

- [Schedule an in-person appointment](#) with an Ed Tech specialist.

- [Schedule a Zoom meeting](#) with an Ed Tech specialist.

- [Visit our Virtual Drop-In Ed Tech Lab](#) (available

online via Zoom. The virtual lab is staffed by our Educational Technology Specialists during our regular business hours: Monday - Friday, 8:30am - 5:00pm.).

## More Resources

- 1) [How to set and manage assignments in Perusall](#)
- 2) [How scoring works in Perusall and how to manage students grades](#)
- 3) [How to add content to Perusall](#)