

Quickstart Guide to Perusall

THE MCGRAW CENTER FOR TEACHING AND LEARNING

Perusall is a collaborative e-book reader developed at Harvard University that allows instructors to upload reading materials, such as PDFs, for groups of people to read and annotate collectively.

The logo for Perusall, featuring the word "Perusall" in a large, bold, orange-red serif font.

Accessed through Canvas, Princeton's learning management system, students are automatically added to the group and grading done by the instructor in Perusall can be sent back to the course gradebook.

Adding Perusall to Canvas

Perusall can be added to a Canvas course website as a main menu link, as a link in your Modules page, or as an assignment. Linking Perusall as an assignment, allows grading done within Perusall to be synchronized with the gradebook in Canvas.

To add Perusall the main menu in a Canvas course site:

- click **Settings** at the bottom of the site menu.
- One the resulting page, click the tab labeled Navigation. Find the Perusall link in the lower portion of this page and drag the link into the upper portion, placing it at the preferred position in the menu.
- Be sure to scroll down to the bottom of this page and click **Save**.
- Perusall should now be available in your course menu.

To add Perusall as a link in the Modules page:

- Click the plus sign (+) button that appears on the right-hand side of one of the grey section headers within the Modules page.
- From the **Add** dropdown menu, select **External Tool** and then scroll down the resulting list of tools and click **Perusall** to highlight it.
- In the bottom right hand corner of this popup window, notice the handle in the bottom right corner (three diagonal lines). You may click and drag this handle to make the window larger. Below the list of external tools, you will find options including a checkbox to 'Load in a new tab'.
- Click the **Add Item** button to insert the link into your Modules page.

To add Perusall as an assignment:

- The process of adding a Perusall assignment involves first creating an assignment in Perusall and then creating an accompanying assignment in Canvas with the exact same name.
- Access Perusall through one of the methods above

Using Perusall in Blackboard

Perusall is not currently integrated with Blackboard. However, Perusall can still be used in courses outside of the learning management system. Create a free account on the Perusall website or use your existing Facebook, Google or Twitter account to login. Create your course within Perusall ask your students to join your course after logging in.

Adding materials to Perusall

The Perusall interface consists of a left-hand main menu and a content area on the right in which annotation activities will occur. The default view in this content area provides you



with a few options in a **toolbar** near the top of the screen. This toolbar shows assignments by default, but it is likely, if this is the first time using Perusall, that you do not have any assignments listed. Before you can create assignments, you should add documents to your Perusall library.

Click on the **Library** toolbar button to begin uploading materials for use within Perusall. After documents have been added to Perusall, they will appear in a list on the screen, but notice that you may also add documents to Perusall by clicking the green **+Add** button in the upper-right. Clicking the Add button gives you a list of the types of documents that you may add to Perusall.



From this menu, you can add a folder for organizing materials, a third-party textbook or other eBook, a snapshot of a webpage, a document stored in Dropbox, a document located on your computer, documents from another course in Perusall, or a video located on the web, in YouTube, or Vimeo.

After materials have been added to Perusall, they will appear in this Library screen, but also in the left-hand main menu in the section labeled **Readings**.

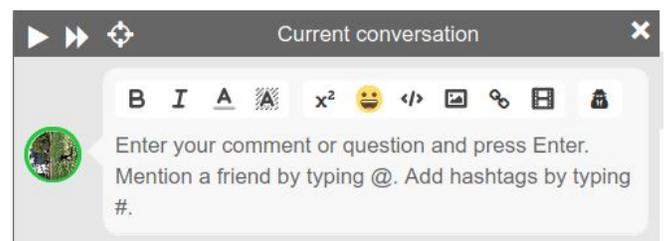
Working with Perusall

Once a document is loaded into the content window, you will see several buttons across the top and right-hand side of the screen. At the top of the screen are two buttons that indicate the type of annotation activity:

- Comment on or ask a question about a text. Annotations are associated with text that is selected with the cursor. **(A)**
or
- Comment on a figure (**picture icon**). Comments may be associated with specific locations in a figure or with a rectangle region drawn on the figure.



With the **A button** selected at the top of the screen, highlight some text in the PDF file by clicking and dragging your cursor over a line of text. When you release the mouse button, the text will be highlighted and a



commenting window will appear. Notice that there are buttons for making text bold or italic, for adding web links, for making this comment anonymous, and other options. Once you have written your comment, click the **Enter** key on your keyboard to share the comment with others.

With the **picture icon** selected at the top of the screen, click and drag a box on the PDF document to add a comment in the same way. This time, however, the comment is associated with the region you have drawn.

Along the right hand side of the screen are other options:



Browse the full list of student comments and questions.



Browse a list of students' comments and questions that you have 'starred' for later review



Navigate the documents by viewing a gallery of page thumbnails



Search the contents of the entire document/book



View notifications, for example if a student responded to one of your comments.



Take notes that are private to you by default but which may be shared.

Note: In the Perusall system, user accounts are tied to a learning management system. If you use Perusall in one learning management system ("LMS"), such as Blackboard or Canvas, and then change to another, you may see an error message indicating that your account must be reassigned to the new LMS. Perusall will send an email to confirm this process. In some instances this email may go to a user's 'Junk folder'. If you do not receive an email confirmation after a few minutes, check the Junk folder in your online Outlook mail client.