

Federal Government

Group Annotation Assignment

Student Instructions

What is Group Annotation?

In this assignment, you and your group members will annotate the same Google Doc together inside Canvas. Unlike a regular annotation assignment where only you can see your own notes, every member of your group can see everyone's highlights, comments, and questions — directly on the text in real time. Think of it as a group study session happening in the margins of the reading.

Two-Stage Deadline Structure

This assignment has two deadlines. Both are required. Missing either stage will affect your grade.

Stage	What You Must Do
Stage 1(48 hrs before final)	Complete your individual annotations on the Google Doc. Your groupmates need to see your questions and comments before the final deadline so they have time to respond.
Stage 2(Final deadline)	Return to the document and reply to at least one groupmate's annotation. This is the conversation piece — reading and responding to each other is the whole point.

What Your Annotations Must Include

Each individual student must contribute all of the following to the group document:

1. Highlight key points throughout the reading. Be selective — do not highlight everything. Focus on the most important ideas, terms, or arguments.
2. Write at least one margin summary in your own words (no more than 3 sentences). Summarize the main argument or evidence of a section.
3. Post a minimum of 2 analytical questions. These must be high-level questions, not basic facts you could look up yourself. If you have a basic question, look it up and annotate the answer in the margin instead. Basic questions do not count toward your minimum.
4. Make at least one analytical comment that connects the reading to a lecture, a current event, another reading, or your own experience. Simply agreeing or disagreeing without explanation does not count.
5. Reply to at least one groupmate's annotation. Your reply must be substantive — it should actually answer or respond to what your classmate wrote, not just say 'good point.'

Important Reminder

Your annotations cannot consist only of questions. You must include summaries and analytical comments as well. Annotations that are all questions, or that are very brief one-liners, will not receive full credit. Do not ask your professor for her opinion on a topic — instead, reflect on your own opinion and write it as a comment.

How You Will Be Graded

Your professor can see each student's individual contributions inside the group document, including timestamps. The group shares one document, but each person is graded individually based on what they personally contributed.

Component	What Is Being Evaluated
Individual Annotations	Did you meet the minimums? Are your annotations spread throughout the reading or all on one page? Are your questions analytical rather than basic?
Analytical Quality	Are your summaries in your own words? Do your comments make genuine connections to course material, current events, or your own experience?
Peer Reply	Did you reply to at least one groupmate before the final deadline? Is your reply substantive — does it actually engage with what they wrote?
Stage 1 Compliance	Did you post your initial annotations 48 hours before the final deadline? If your annotations are not posted in time for groupmates to reply, this will affect your grade.

Tips for Success

- Do not wait until the night before. If everyone annotates at midnight, no one has time to reply to anyone.
- Read your groupmates' annotations before you write yours — you may find they raised a question you were already thinking about and you can add to it.
- Use symbols to organize your annotations:

Academic Integrity

NEVER use Artificial Intelligence (AI) to help you write your annotations. Annotations are designed to show your genuine understanding of the material — not a robot's. This assignment is also designed to reflect your voice and your thinking so that your professor can gauge where you are in your learning. AI-generated annotations defeat that purpose entirely and will be treated as an academic integrity violation.

Questions about this assignment? Reach out before the Stage 1 deadline.