

## A.nnotate

A.nnotate is an online annotation software tool.

- It is a collaboration and indexing system for documents and images, supporting PDFs.
- Upstream procedures – lecturers request their readings from the Library's Digital Resource Register (DRR).
- Integrated into UTSONline to help students with their readings.

# A.nnotate

- Piloted Spring Semester 2015 – 4 subjects, 35 tute groups and about 800 students.
- Survey of tutors – 85% rated A.nnotate as useful to very useful in promoting pre-reading.
- Extended and integrated into UTSONline and DRR and with extensive streamlining of the admin functions.
- Currently supporting 6 subjects, 85 tute groups and about 2,000 students.

The following slides show :

1. Logging into UTS Online.
2. Setting Up A.nnotate for the subject.
3. Allocating references to tutorial groups and specific reading periods.
4. Reading and commenting on a reference.
5. Managing comments.

Steps to A.nnotate via UTSONline.

# Acquiring Resources from UTS Library ( Digital Resource Register)

The screenshot shows the UTS Library website interface. At the top, there is a navigation bar with links for Staff directory, Campus maps, Newsroom, and What's on. A search bar is located on the right. Below this is a blue header with icons for Find, Facilities, Borrow, Research, Learning (circled in red), UTS ePress, Open Access, About Us, and Help. A search bar below the header contains the text "books, journals and subject resources" and a search button. The main content area is titled "Learning" and features a "Log in" button. Below the title, there are four main sections: Learning.Futures, Information Literacy, Course Material, and DRR & eReadings (circled in red). The DRR & eReadings section includes a description: "All UTS digital resources used for teaching and learning must be registered in the UTS DRR." To the right of this section is a link labeled "Select DRR and eReadings". On the far right, there is a sidebar menu titled "Learning" with a "Log in" button and a list of links: Copyright and UTS, DRR & eReadings, Information Literacy, Course Material, and Learning.Futures.

Go to UTS library website and click on Learning and select DRR & eReadings

# RR & eReadings

## DRR

Log in to the DRR and create a new request

Go to the [Digital Resources Register \(DRR\)](#) to create a new request, view requests pending, view all resources, renew past resources.

About the DRR

[DRR Staff Contacts](#)

Provide easy student access to your online lecture notes and eReadings and ensure you meet your obligations regarding copyright regulations...

Find out: [Are you complying with Copyright Law? \(PDF\)](#) | [Tutorial: DRR - Requesting new resources](#)

[expand all](#)

- ▶ [What is the Digital Resources Register?](#)
- ▶ [How do I place a request?](#)
- ▶ [Why would I need to use this service?](#)
- ▶ [What material doesn't need to be included in the register?](#)
- ▶ [Must I submit requests for each item I need to register?](#)

## Learning

[Log in](#)

[Copyright and UTS](#)


[DRR & eReadings](#)

[Information Literacy](#)

▶ [Course Material](#)

▶ [Learning Futures](#)

## Related

 [Website and Social Media](#)  
[/help/referencing/harvard-uts-referencin...](#)

 [Journal Article](#)  
[/help/referencing/harvard-uts-referencin...](#)

 [Book](#)  
[/help/referencing/harvard-uts-referencin...](#)

 [1. What social media do you use to engage with...](#)  
[/question/17990/1-what-social-media-do-y...](#)

 [Other Sources](#)  
[/help/referencing/harvard-uts-referencin...](#)

Log into the DRR and create a new request

**New Request**

Add Requests Resources Tutorial

Lecturer Email Address:

Subject Code/s:

Code	Name
------	------

Request Period/s:  Insearch 1     Autumn 2015     Insearch 2     Spring 2015

Week Required:

Resource Type:

Article Title:

Author:

Journal Title:

Year:

Volume:

Issue:

Pages:

ISSN:

Notes:

Method of Acquiring Item:  Library to locate     Send by mail     Attached file     Link to website

Put in your request and select the resource type from the drop down menu  
Select which week reading is required.

# Login to UTSOnline



**Username:**

**Password:**

**LOGIN**

Unable to log



**Learning**

Click on your subject  
(e.g Understanding Communication)

Momani 32

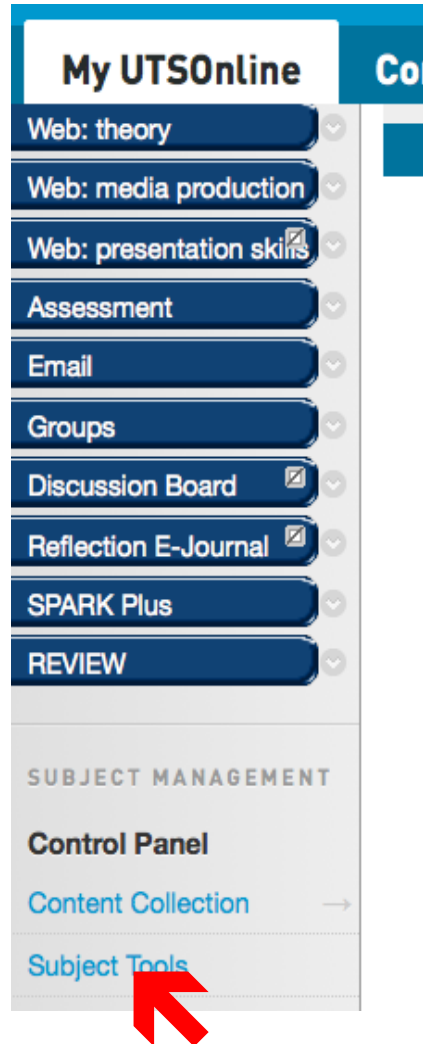
**Forms for Subject Setup**

- Sex, Race and Empire
- Television and Popular Culture *(unavailable)*
- Test Annotate Subject
- Transnational Media
- Understanding Communication

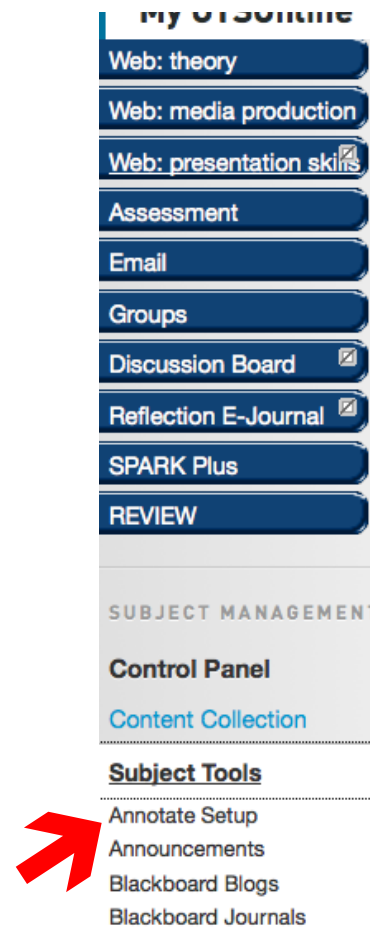
A red arrow points to the 'Understanding Communication' option.



# Click on The Subject Tools



# Click on The 'A.nnotate Setup'



The image shows a vertical navigation menu with the following items:

- Web: theory
- Web: media production
- Web: presentation skills
- Assessment
- Email
- Groups
- Discussion Board
- Reflection E-Journal
- SPARK Plus
- REVIEW

Below these items is a section titled "SUBJECT MANAGEMENT" containing:

- Control Panel
- Content Collection

Below that is a section titled "Subject Tools" containing:

- Annotate Setup
- Announcements
- Blackboard Blogs
- Blackboard Journals

A red arrow points to the "Annotate Setup" item in the "Subject Tools" section.

My UTSOnline Communities Help Forms for Subject Setup

Annotate Setup

### Annotate Setup: Add Readings

Cancel Submit

Reading period name:

From date:  To date:  Choose file for reading period:

*Enter dates as dd/mm/yyyy*

Select / Deselect all tutorial groups

<input type="checkbox"/> InSearch student videos	<input type="checkbox"/> Tut 01 Kais	<input type="checkbox"/> Tut 02 Mehal	<input type="checkbox"/> Tut 03 Cale	<input type="checkbox"/> Tut 04 Kais	<input type="checkbox"/> Tut 05 Sarah	<input type="checkbox"/> Tut 06 Sarah	<input type="checkbox"/> Tutorial 01- Cale Bain CM05D.01.28	<input type="checkbox"/> Tutorial 02- Phil Mills CM05C.02.41	<input type="checkbox"/> Tutorial 03- Kais Al-momani CM05B.03.27
<input type="checkbox"/> Tutorial 04- Belinda Middleweek CM05D.01.12	<input type="checkbox"/> Tutorial 05- Sarah Schwartz CB02.05.33	<input type="checkbox"/> Tutorial 06- Kais Al-momani CB02.06.42	<input type="checkbox"/> Tutorial 07- Cale Bain CM05D.01.28	<input type="checkbox"/> Tutorial 08- Sarah Schwartz CM05C.02.36	<input type="checkbox"/> Tutorial 09- Rose Anne Manns CM05B.03.27	<input type="checkbox"/> Tutorial 10- Sarah Attfield CB03.05.29	<input type="checkbox"/> Tutorial 11- Kais Al-momani CM05D.01.28	<input type="checkbox"/> Tutorial 12- Sarah Schwartz CB04.02.31	<input type="checkbox"/> Tutorial 13- Mehal Krayem CM05D.01.28
<input type="checkbox"/> Tutorial 14- Sarah Attfield CM05C.02.43	<input type="checkbox"/> Tutorial 15- Belinda Middleweek CM05C.02.38	<input type="checkbox"/> Tutorial 16- Jean Parker CM05C.02.36	<input type="checkbox"/> Tutorial 17- Belinda Middleweek CM05B.03.21	<input type="checkbox"/> Tutorial 18- Cale Bain CM05B.03.27	<input type="checkbox"/> Tutorial 19- Mehal Krayem CM05D.01.12	<input type="checkbox"/> Tutorial 20- Sarah Attfield CM05C.02.56	<input type="checkbox"/> Tutorial 21- Mehal Krayem CM05D.01.14	<input type="checkbox"/> Tutorial 22- Sarah Schwartz CB06.04.37	<input type="checkbox"/> Tutorial 23- Sarah Attfield CM05C.02.47
<input type="checkbox"/> Tutorial 24- Marni Cordell CB06.06.116	<input type="checkbox"/> Tutorial 25- Jean Parker CM05C.02.38								

Remove row

In the box (Reading period name - Please write WEEK 1)

Leave the date as it is.

Then from the (Choose file for reading period- Choose a PDF for the required reading/s.

Then Select tutorial groups and click SUBMIT

# To Add A.nnotate readings to your class. Click on **Return to Course**

MyUTSOnline Communities Help Forms for Subject Setup

Annotate Setup

## Added annotate readings

Adding annotate readings to course.

Adding a reading: Week 1 title: Interviewing (chap.24) - Directing the Documentary

Added reading to tut group Tut 01Kais

Added 1 readings

Return to course

# Student View Click on the title of the reading

My UTSONline Communities Help Forms for Subject Setup

↑ Annotate Readings 2015

Understanding Communication (58101)

- Announcements
- Subject outline
- How to submit blogs
- Staff Information
- Subject documents
- Lectures
- Readings
- Web: theory
- Web: media production
- Web: presentation skills
- Assessment
- Email
- Groups
- Discussion Board
- Reflection E-Journal
- SPARK Plus
- REVIEW


58101  
UNDERSTANDING COMMUNICATION

Annotate Readings 2015

Build Content Assessments Tools Publisher Content

**A** Tut 01Kais - Week 1 - Interviewing (chap.24) - Directing the Documentary

Enabled: Adaptive Release



# A.nnotate page will open the document

UTS  
My UTSOnline Communities Help Forms for Subject Setup

Annotate Readings 2015 > Tut 01Kais - Week 1 - Interviewing (chap.24) - Directing the Documentary

nnotate.co **Directing the Documentary**

Michael Rabiger  
Amsterdam ; Boston : Focal Press, c2004  
ISBN: 0240806085

chapter 24 pages 329-347

CHAPTER 24

**INTERVIEWING**

This chapter really deals with human interchange, which is at the very heart of the documentary process. It contains

- How most documentary is founded on interchange
- How directing need not be manipulative
- Liberating participants or endangering them
- The documentarian as witness
- Midwifing eloquence
- Research and interviewing partnerships
- The importance of the setting
- Group interviews and the effect of onlookers
- Street interviewing to create a Greek chorus
- Preparation and basic skills
- Using the camera to suggest relationship, and participation by the audience
- Controlling image size, and shooting for abbreviation in postproduction
- Framing questions and exerting control by insisting on specifics, not

annotate.co

ISBN: 0240806085

chapter 24 pages 329-347

# CHAPTER 24

## INTERVIEWING

This chapter is about the importance of the interview, which is at the very heart of the documentary.

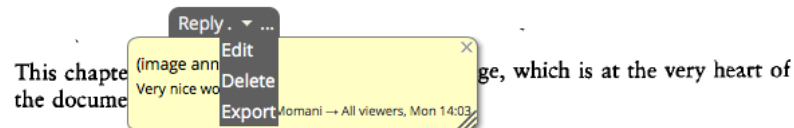
(image annotation)  
Very nice work Kais  
Kais Al-Momani → All viewers, Today 14:03

- How most documentary is founded on interchange
- How directing need not be manipulative
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To comment, select some text, and then write a comment in the pop-up box that appears. The comment/s will be saved automatically.

## CHAPTER 24

# INTERVIEWING



- How most documentary is founded on interchange
- How directing need not be manipulative
- Liberating participants or endangering them
  - The documentarian as witness
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  - Research and interviewing partnerships
  - The importance of the setting
  - Group interviews and the effect of onlookers
  - Street interviewing to create a Greek chorus
  - Preparation and basic skills
  - Using the camera to suggest relationship, and participation by the audience
  - Controlling image size, and shooting for abbreviation in postproduction
  - Framing questions and exerting control by insisting on specifics, not generalizations
  - Right order for questions and crossing boundaries
  - The director's authority, and giving and taking
  - Concluding an interview and securing the legal release

Students can edit, delete and export their own comments but not other students comments. To do that click the **pull-down menu** inside the comment box.



Michael Rabiger

Amsterdam ; Boston : Focal Press, c2004

ISBN: 0240806085

chapter 24 pages 329-347

## CHAPTER 24

## INTERVIEWING

(image annotation)  
 Very nice work Kais  
 Kais.AI-Momani → All viewers, Mon 14:03

at the very heart of

- How most documentary is founded on interchange
- How directing need not be manipulative
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- Right order for questions and crossing boundaries
- The director's authority, and giving and taking
- Concluding an interview and securing the legal release

Interviewing is at the heart of documentary, even though your film may not contain a single "talking head." By interviewing I mean not just eliciting on-camera information, but the skills and courage to conduct person-to-person exchanges at their deeper levels. This begins with the research interview; as an extended, trusting exchange, it is really the foundation to whatever you build, even for an observational film that has no interviews or narration. An audience

Comments can be moved as **Footnotes** or in the **right hand margin** of the PDF. To do that Click on the box at the top of the page.



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Navigation bar with page number 1, 10, and icons for Notes, Pages, Find, Tools, View, Print, and search.

Group by: Date Filter  
 Expand All Collapse All Export Find X Tags

- February 17 (1 notes)
  - (image annotation) page 1  
 Test  
 Kais.Al-Momani → All viewers, Today 10:14
- February 16 (1 notes)
  - (image annotation) page 1  
 Very nice work Kais  
 Kais.Al-Momani → All viewers, Mon 14:03



Document preview for 'Directing the Documentary' by Michael Rabiger. The preview shows the title, author, publisher information, and the start of Chapter 24: Interviewing. A list of bullet points is visible, with one point highlighted by a dashed box: 'How directing need not be manipulative'. Below the list, there is a paragraph of text starting with 'This chapter really deals with human interchange...'.

To access all comments in one page click on the **Notes** at the top of the page then it will open in a new page at the left of your screen.

UTS My UTSONline Communities Help Forms for Subject Setup

Annotate Readings 2015 > Tut 01 Kais - Week 1 - Interviewing (chap.24) - Directing the Documentary

1 10 Notes Pages Find Tools View Print Sign

Group by: Date Filter

Febru

(image annotation) Author page 1  
 Kais.AI-Momani → All viewers, Today 10:14

February 16 (1 notes)

(image annotation) page 1  
 Very nice work Kais  
 Kais.AI-Momani → All viewers, Mon 14:03

Preview

Directing the Documentary  
 Michael Bahigier  
 Amsterdam : Reaktion : Pöschel Press, c2004  
 ISBN: 0240960095

chapter 24 pages 329-347

CHAPTER 24  
 INTERVIEWING

The chapter really deals with human interviewing, which is at the very heart of the documentary process. It contains:

- How this interview is based on knowledge
- How directing and not to manipulate

The interviewee is often:

- Interviewing objectives
- Research and interviewing preparations
- The importance of the setting
- Group interview and the ethics of individualism
- Interviewing in crisis or Greek drama
- Preparation and basic skills
- Using the camera to suggest relationships, and participation for the audience
- Constructing image and, and allowing for alternative or propaganda
- Interview questions and setting context for answering on specific, use generalisation
- High value for openness and creating headlines
- The interviewer's authority, and giving and taking
- Constructing an interview and creating the legal interview

Interviewing is at the heart of documentaries, even though some film may not contain a single 'interview shot'. The interviewing process and the editing process are intertwined, for the skills and coverage in another person-personal relationships or their subjects. This begins with the research interview as an essential, trusting exchange, it is really the foundation to whatever you build, even for an observational film that has no interview to narrate. Its audience





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Navigation bar with page number 1, 10, and icons for Notes, Pages, Find, Tools, View, Print, and Sign out.

Group by: Date Filter  
Expand All Collapse All Export Find X Tags

February 17 (2 notes)

(image annotation) test 2 page 1  
Kais.Al-Momani → All viewers, Today 10:32

(image annotation) Test page 1  
Kais.Al-Momani → All viewers, Today 10:14

February 16 (1 notes)

(image annotation) Very nice work Kais page 1  
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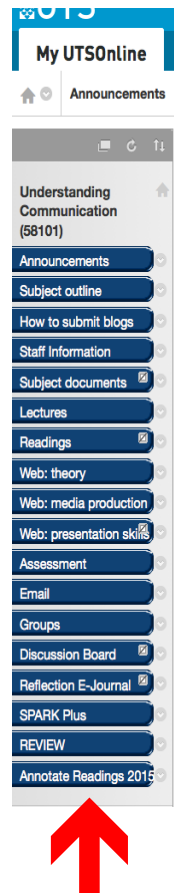
chapter 24 pages 329-347

CHAPTER 24  
INTERVIEWING

- This chapter really deals with human interchange, which is at the very heart of the documentary process. It contains
- How most documentary is founded on interchange
  - How dissent need not be manipulative
  - Interviewing techniques for unobtrusive films
  - The documentary as witness
  - Achieving eloquence
  - The importance of the setting
  - Group interviews and the effect of collaboration
  - Sense interviewing to create a Greek chorus
  - Preparation and basic skills
  - Using the camera to suggest relationships and participation by the audience
  - Controlling image size, and shooting for observation in postproduction
  - Framing, questions and covering ground by insisting on specifics, and generalization
  - Right value for questions and covering boundaries
  - Concluding an interview and securing the legal release
- ... though your film may not contain a single "talking head." By interviewing I do not just elicit on-camera information, but the skills and courage to conduct person-to-person exchanges at their deeper levels. This begins with the research interview, as an interviewee's responses are built to whatever you build, even for an observational film that has no interviews or narration. An audience

To export students comments click inside the comment box and pull down the arrow to **export**. It will then download all the comments in an **Excel Sheet**.

After creating your A.nnotate setup a new tool will added to your subject menu called **A.nnotate Readings 2015**. Click on it then you will be able to see all the readings for your class.



# Important

A.nnotate Setup tool is not enabled by default. Therefore if "A.nnotate Setup" link is not under "Subject Tools", you need to go to:

- Subject menu
- Click on "Customisation"
- Then click on "Tool Availability"
- Check the check box in row "A.nnotate Tool" under "Availability" column
- Then press "Submit"