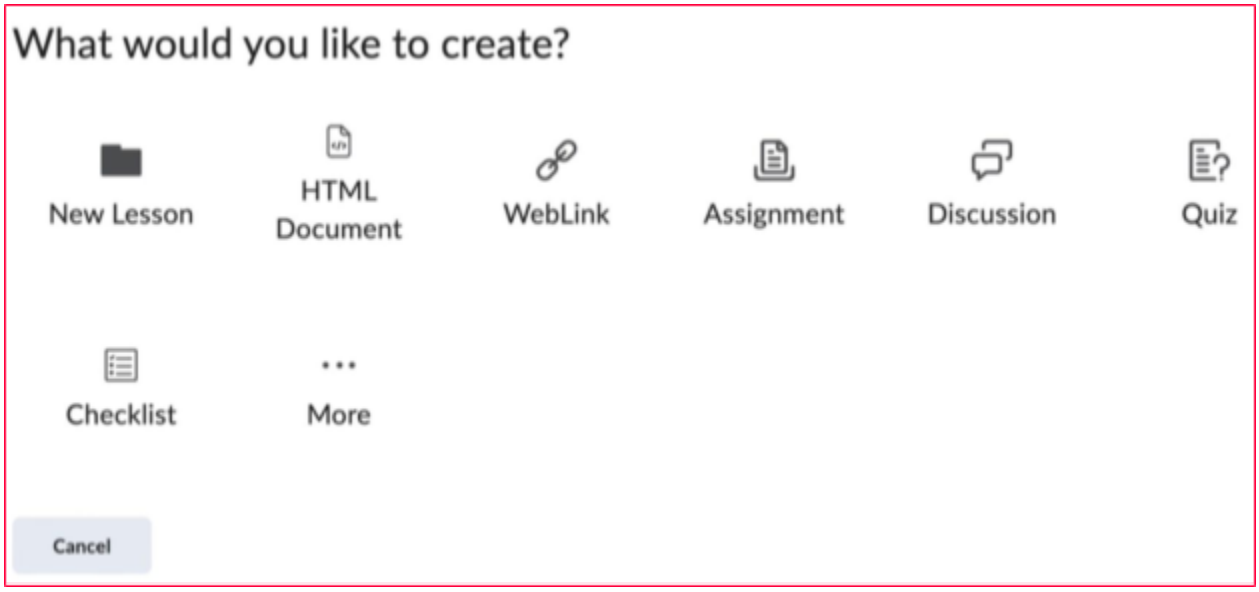
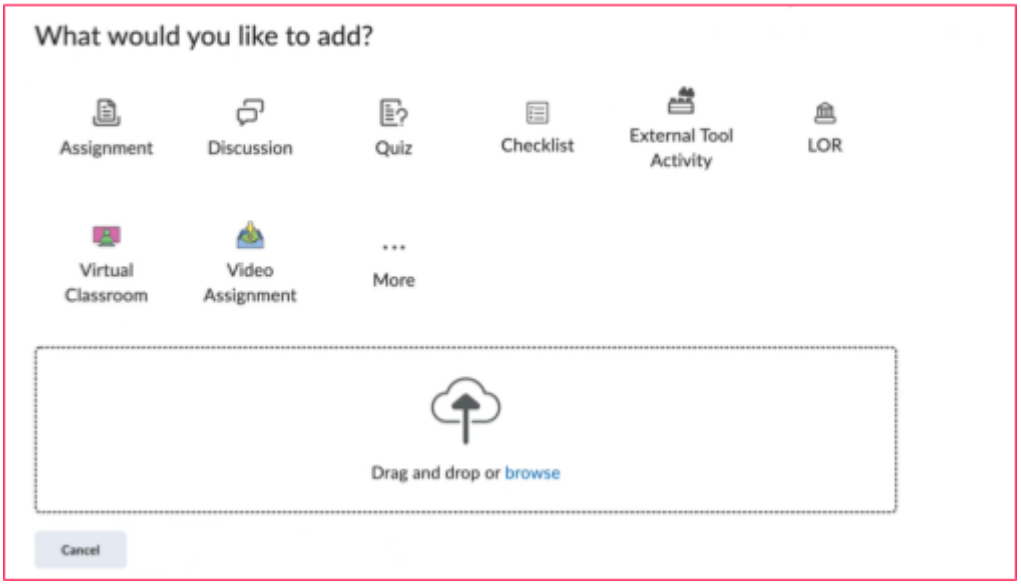
How to Use Perusall

Collective Annotations of Texts - Faculty

1. Start on the content page, select which unit you want to add material to, click “Add Existing,” choose “Browse,” and now you can upload readings or other materials from your laptop to Brightspace. If you have a link to the readings instead of a file, you can click “Create New,” select “Weblink,” and copy and paste your link to the reading.

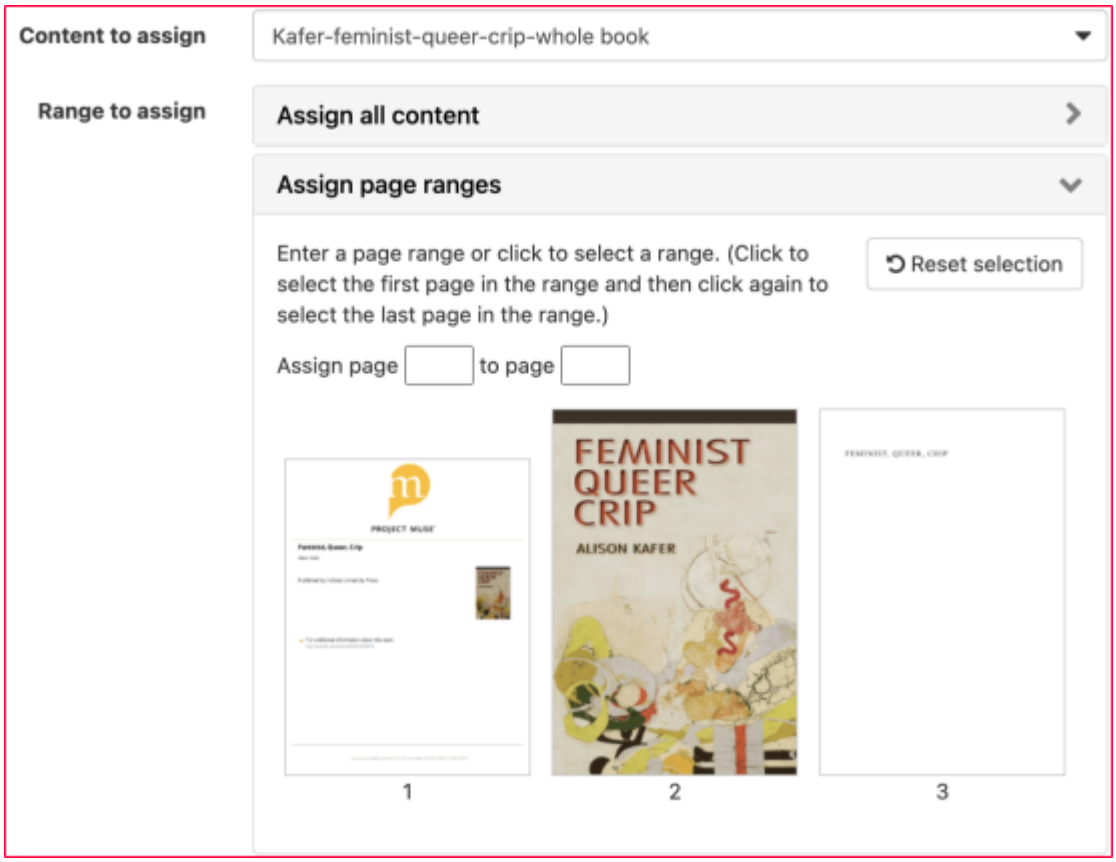
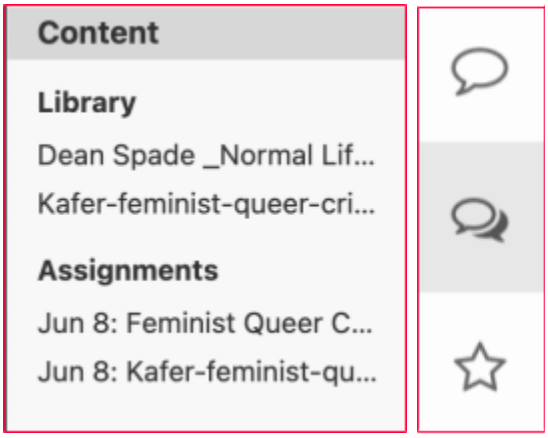


2. If you want to make reading interactive, we suggest using Perusall which allows students to annotate readings collaboratively. If you want to include a Perusall document, select which unit you want to link to Perusall, click “Add Existing,” click “External Learning Tools,” and then select Perusall. If Perusall does not pop up as an option, you may need to add it by clicking “Manage External Learning Tools” in the bottom right corner, then “New Link,” and then create a link to Perusall through here. Once complete, you will be able to link Perusall using the “External Learning Tools” option.



3. To add “Readings” to Perusall go to the Perusall classroom page, and make sure you are in the “Library” which is the second icon in the toolbar. Under “Add Content” you can upload readings from your laptop, add a video, and more.

4. To make the reading an assignment, click the third icon, select “Add Assignment,” choose which content to assign by opening the drop-down menu, and then add in all the information pertinent to this assignment. This may mean detailing which page numbers should be read or adding a deadline under the “Options” menu. When you are finished, click “Save changes.”



5. Students now can add questions and comments by highlighting selections of the text. They can also respond to classmates to help prepare for classroom discussions. To see all the comments, select the assignment from the left-hand column, click the multiple speech bubble icon in the right-hand column, and you can now see the discussion happening as your students read.