

PLI Tutorial Series

Electronic Editing

Using Your Computer to Edit or Grade Papers

All eProfs must be able to grade papers electronically, and PLI's writing course requires students to edit the written assignments of their classmates as well. The following step-by-step tutorial for electronic editing/grading is designed to be used with Open Office Writer, version 3.2.0.

Paper Editing Tutorial

Editing/Grading Papers Electronically

When taking an online course, it's important that all aspects of the teaching and learning process are accomplished electronically—including written course assignments. Peers can edit (and eProfs can grade) a student's paper electronically using special editing tools built into the free Open Office Writer (OOW) word processing software. Follow the graphics and verbal instructions below to learn how to trade in your old red ink pen for something more computer-friendly and high-tech.

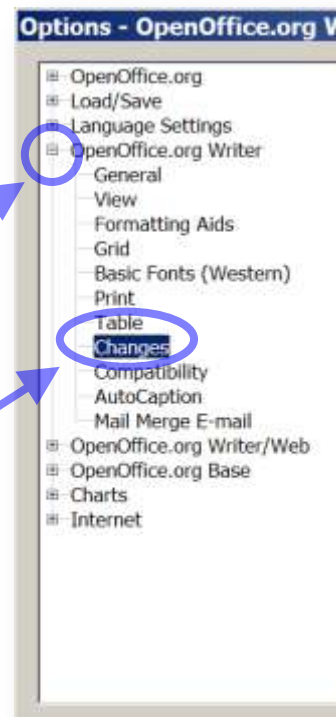


The first step is to open the document (the student's paper). To reduce eye strain, use the "Zoom" tool to set the size of the text to whatever is most comfortable for your eyes.

Next is to set up your document to use a few options that have been adopted as standards for PLI folks. From the toolbar at the top of the document, click "Tools" and then select "Options" from the drop-down menu. In the Options box ...

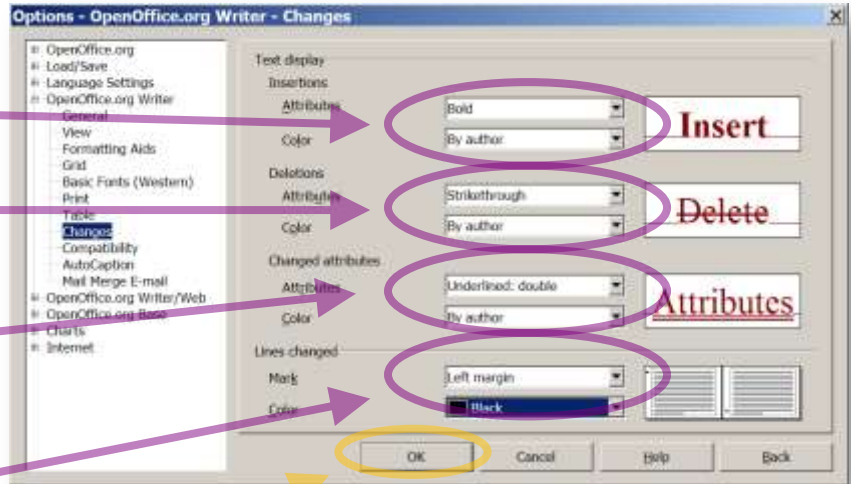
... click the + in front of
"OpenOffice.org Writer"

... and then select "Changes."

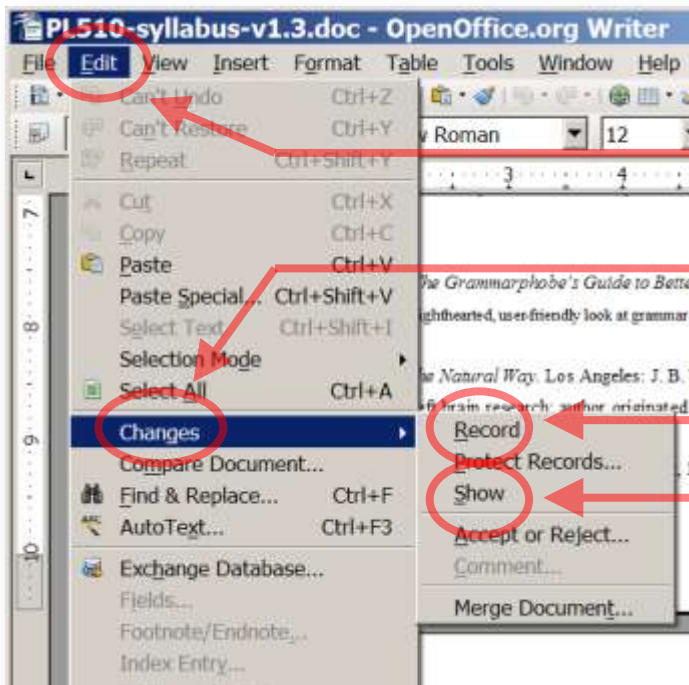


In the “Changes” dialog box, set features as follows:

- Insertions (bold, by author)
- Deletions (strikethrough, by author)
- Changed Attributes (underlined double, by author)
- Lines changed (left margin, black)



Click “OK” at the bottom



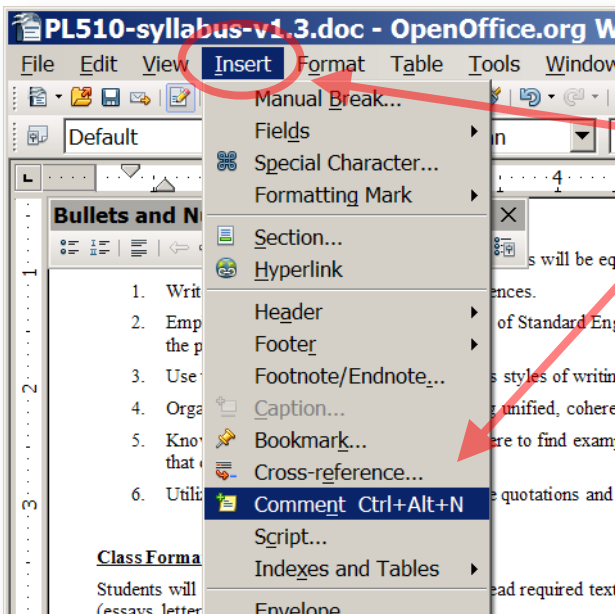
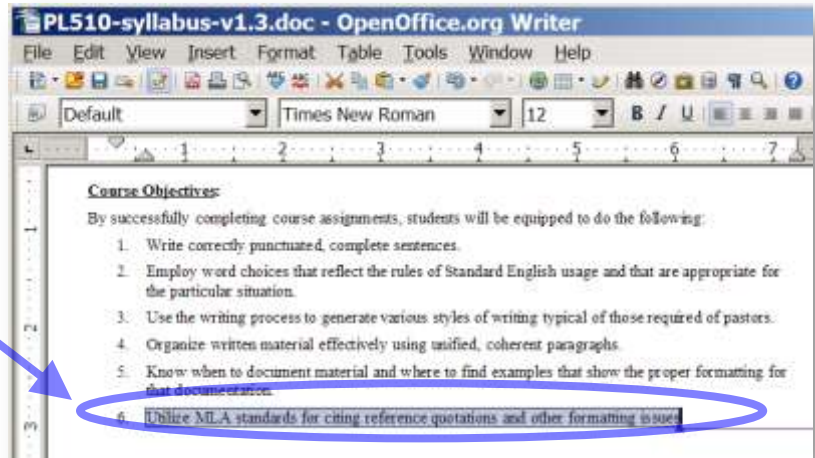
The last step in getting ready to edit is to “turn on” the feature to record changes. To do so, click “Edit” from the toolbar at the top of the document, then hover your cursor over “Changes” until the submenu pops up. From the submenu, click “Record” and “Show.”

(A checkmark in front of the feature indicates it is already turned on. In that case, clicking it will turn the feature off.)

Now you’re ready to begin editing.

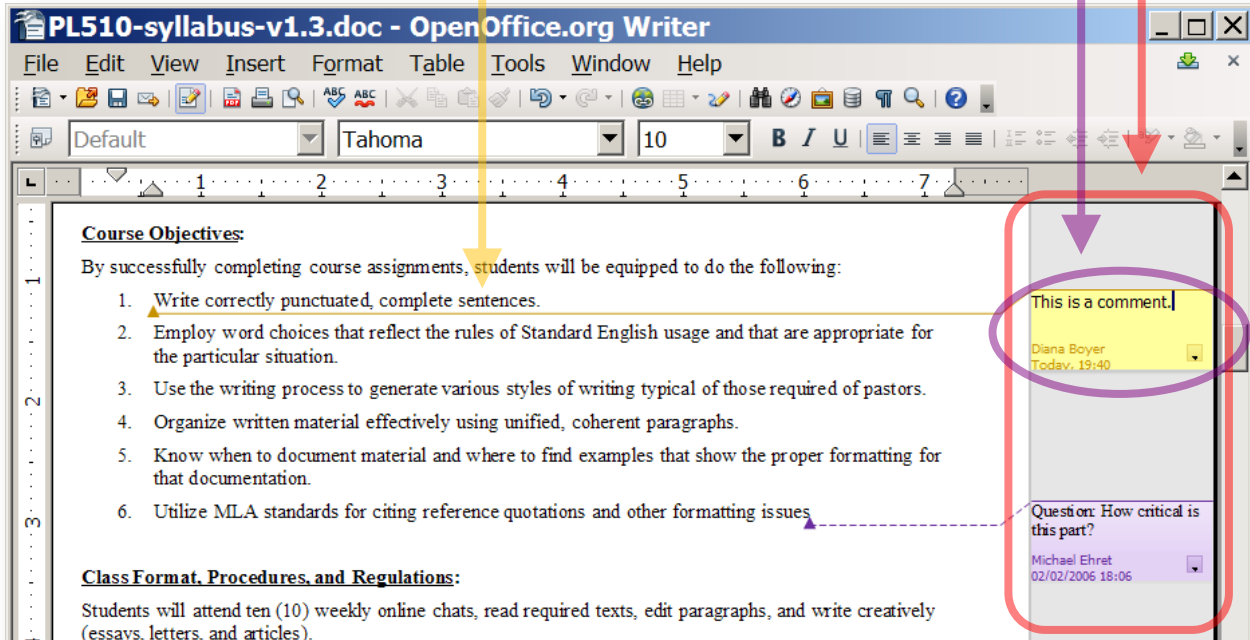
The easiest way to give feedback is to insert comments. When something you read triggers thoughts you want to share with the writer, first select the text you wish to comment on. You can select text using any of the following methods:

- **Click & Shift-Click:** Single-click your left mouse button when your cursor is at the beginning of the text you want to select, and then move your cursor to the end of the chosen text and hold the SHIFT key down while you single-click again.
- **Click & Drag:** Click your left mouse button at the beginning of the text you want to select and hold down the left mouse button while you drag the cursor to the end of the selection.
- **Double-Click (word):** With your cursor over a word, double-click the left mouse button to quickly select just that one word.
- **Triple-Click (sentence):** With your cursor over a sentence, triple-click the left mouse button to quickly select that one sentence.
- **Quadruple-Click (paragraph):** With your cursor over a paragraph, quadruple-click the left mouse button to quickly select the whole paragraph.



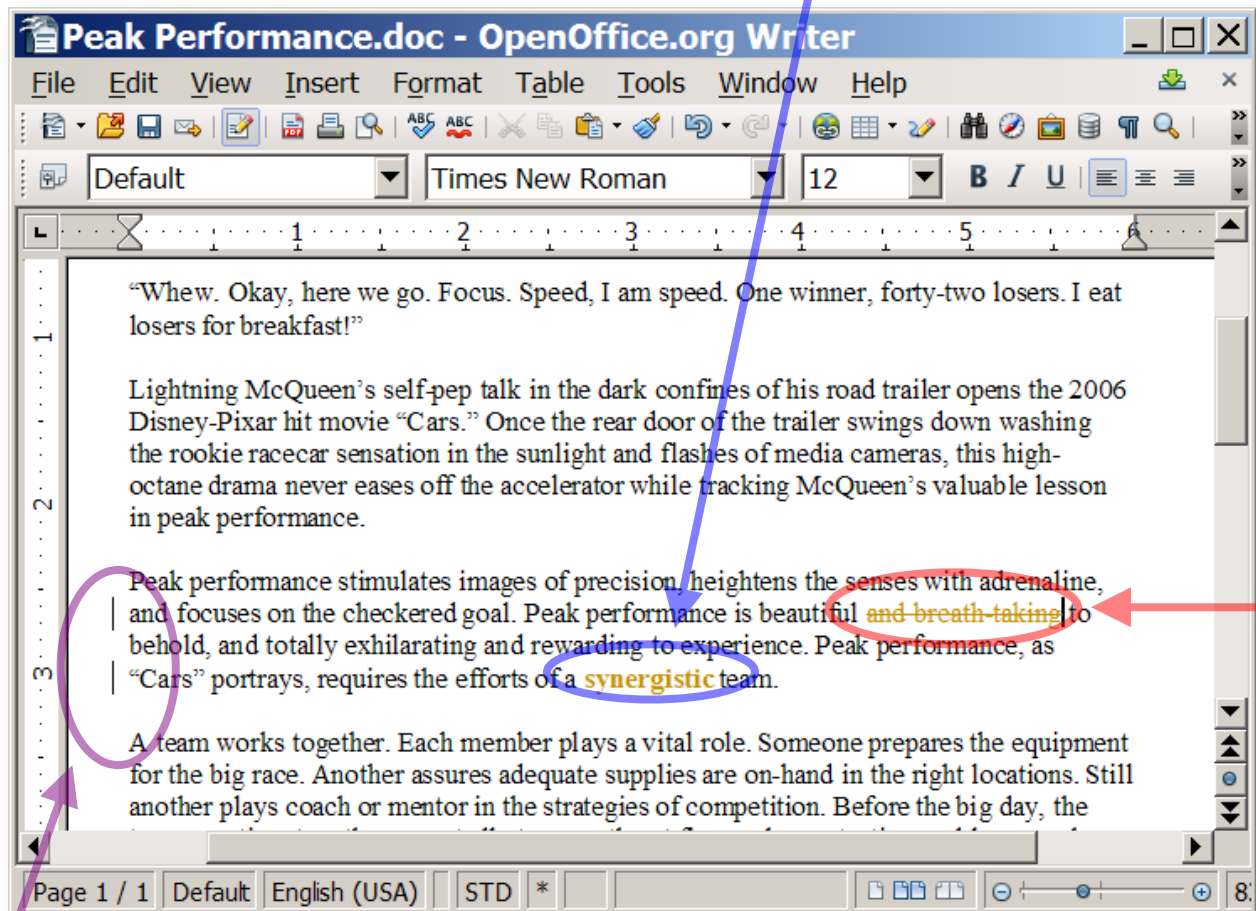
With text selected (highlighted), click “Insert” on the menu bar at the top of your window, and then select “Comment” from the drop-down menu. This will ...

- widen the right margin
- insert a colored box in the right margin (tagged with your name)
- draw a color-coordinated line from the selected text to the comment box



Click in the comment box and type your comment. As you type, the comment box will expand to whatever size is needed to contain your text. The color of these comment boxes is “by author” (because that’s the way we set it up in the beginning) meaning that if various people open the document and add comments, each person’s comments will appear in the author’s own unique color.

If the “record changes” feature is turned on (as discussed earlier in this document), you can also insert comments or suggested revisions right into the body of the text (rather than using comment boxes in the side margin). Again, the color of the text you insert will be “by author” (unique for each person editing or grading the document) and **bold** because that’s the way we set it up in the beginning.



Likewise, to suggest deleting text, select the text you think should be deleted (using one of the selection methods discussed above), and then click “delete.” The text will NOT disappear; instead, the font will change to your unique color with a “strikethrough” line indicating that you think the text should be deleted. Any time you make a change of any kind, a thin vertical black line will appear in the left margin to flag the change.

Everyone develops a unique way of editing and/or grading papers. There is no “right” or “wrong” way to offer feedback, so feel free to experiment with these features to discover what works best for you.