

PLI Tutorial Series

Electronic Editing

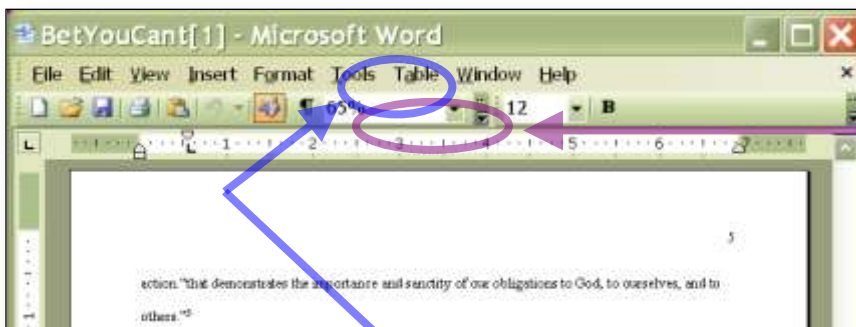
Using Your Computer to Edit or Grade Papers

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 MicroSoft Office Word 2003 word processing software.

Electronic Editing & Grading

Using Your Computer to Edit or Grade Papers

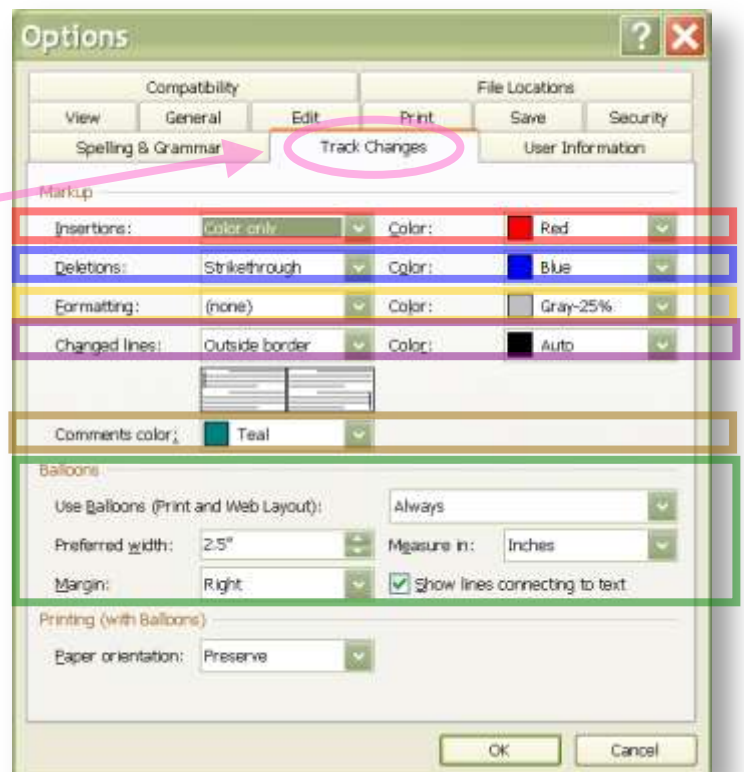
With online learning, it's important that all aspects of the process can be accomplished electronically—including submitting and grading written assignments. eProfs can grade a student's paper electronically (and students can edit one another's work) using the "insert comments" and "track changes" features of MS Word. With the help of this tutorial, you can trade in your old red ink pen for something more computer-friendly and high-tech.



First open the student's paper; and then, to minimize eye strain, use the "Zoom" tool to set the text size to whatever is most comfortable for your eyes.

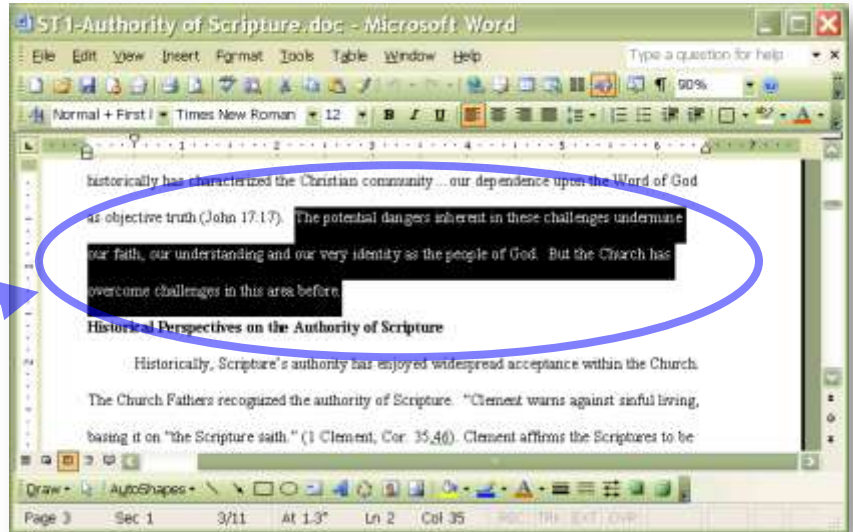
Next, set up your document to use some PLI standard options. From the toolbar at the top of the document, click "Tools" and then select "Options" from the drop-down menu. In the Options box, click the "Track Changes" tab and set variables as follows:

- Insertions: (bold, color by author)
- Deletions: (strikethrough, by author)
- Formatting: (double underline, by author)
- Changed lines: (left border, black)
- Comments color: (by author)
- Balloons: (use balloons "only for comments/formatting," 2.5 inches, right margin)

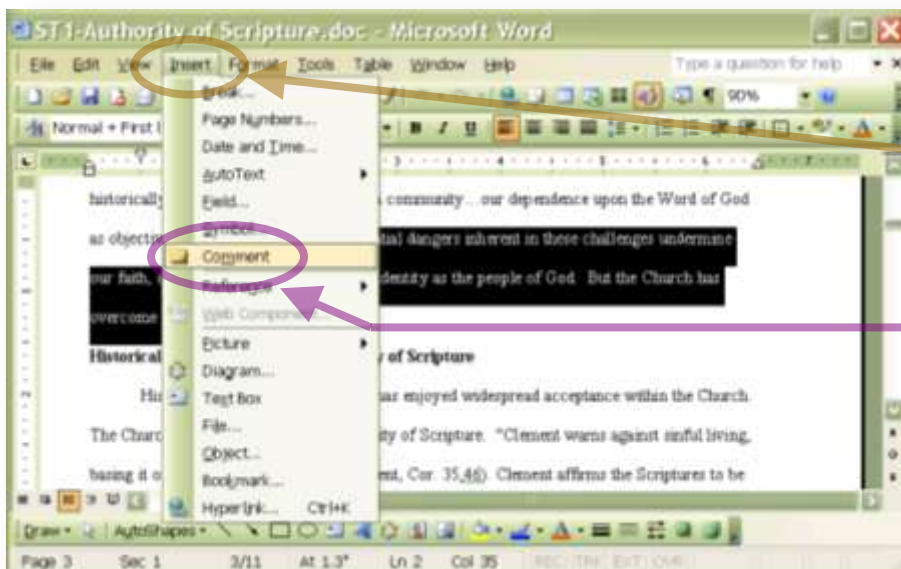


(NOTE: Because the set up criteria goes with the document, electronic editing/grading works best if everyone uses the same setup.)

The easiest way to pass along feedback is with the “Insert Comments” feature. When something you read triggers thoughts you’d like to share with the writer, first select the text you wish to comment on. You can select text using any of the following methods:

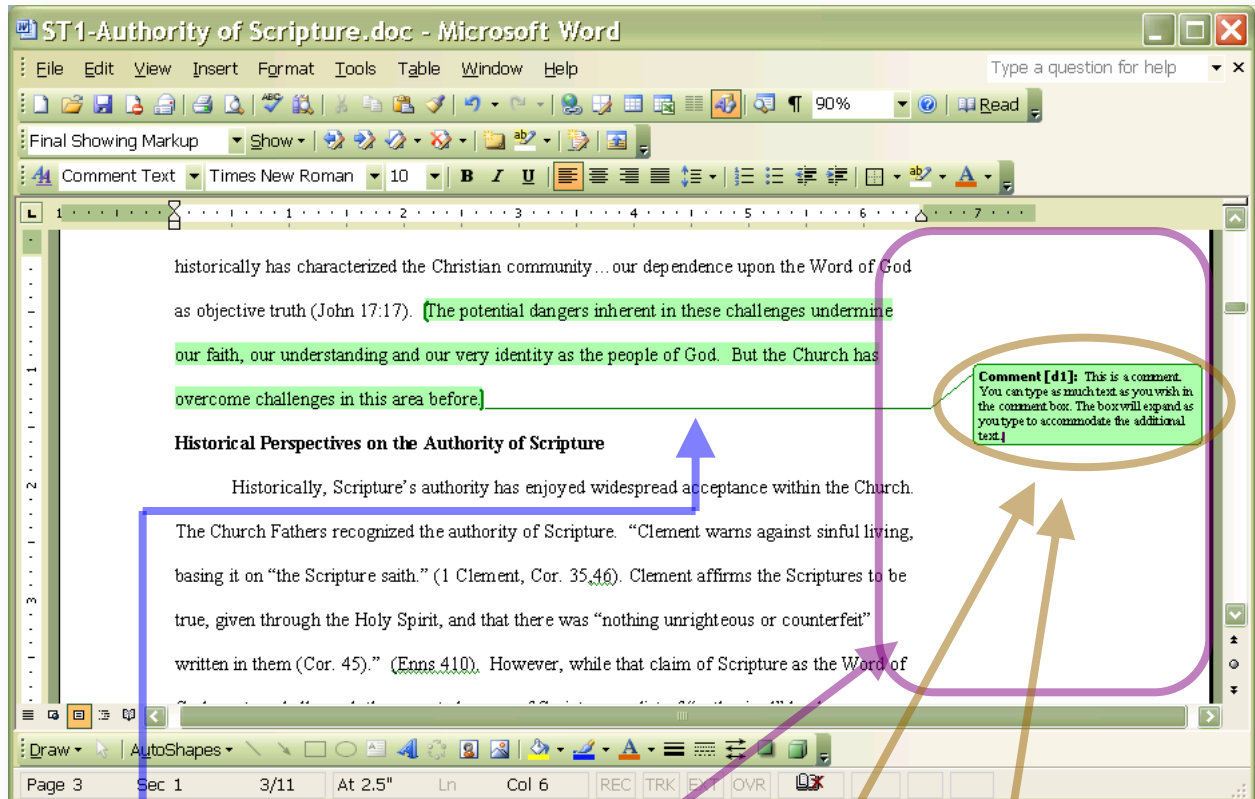


- **Click & Shift-Click:** Single-click-and-release your left mouse button at the beginning of the text you want to select, and then hold the SHIFT key down while you single-click again at the end of the text you want.
- **Click & Drag:** Click your left mouse button at the beginning of the text you 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 (paragraph):** With your cursor anywhere in a paragraph, triple-click the left mouse button to quickly select that 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 comment balloon in the right margin (tagged with your ID)
- draw a color-coordinated line from the selected text to the comment balloon

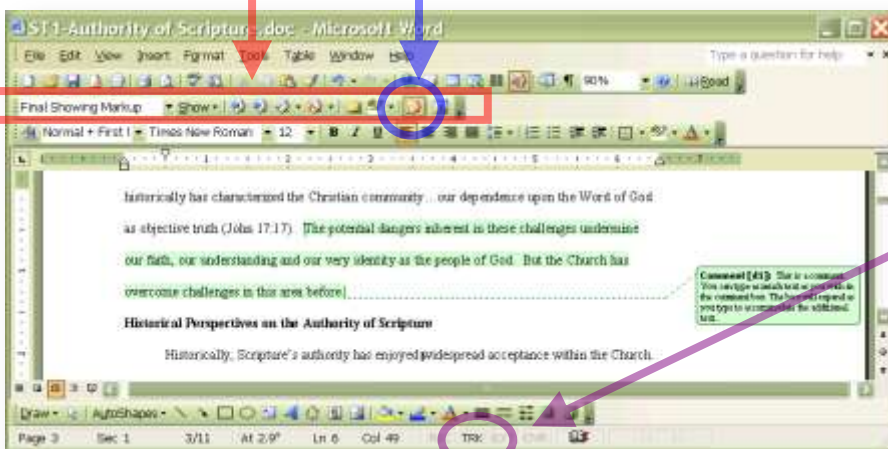
Click in the balloon to type your comment. As you type, the balloon will expand to just the right size to contain your text. The default color for these comment balloons is “by author” (meaning if various people open the document and add comments, each person’s comments will appear in the author’s own unique color).

Other methods of electronic grading can be accomplished using the “Track Changes” feature. Track Changes allows you to insert comments right into the body of the text (rather than in comment balloons in the side margin) in a color unique to each author/editor. Before editing or grading a document, check that the settings conform to PLI standards described on page 2 of this tutorial (Tools→Options→Track Changes).

To turn on the Track Changes feature, click Tools from the menu bar at the top of the document, and then click on Track Changes. (If Track Changes is already turned on, clicking it again will turn it off—it’s an on/off toggle switch.)

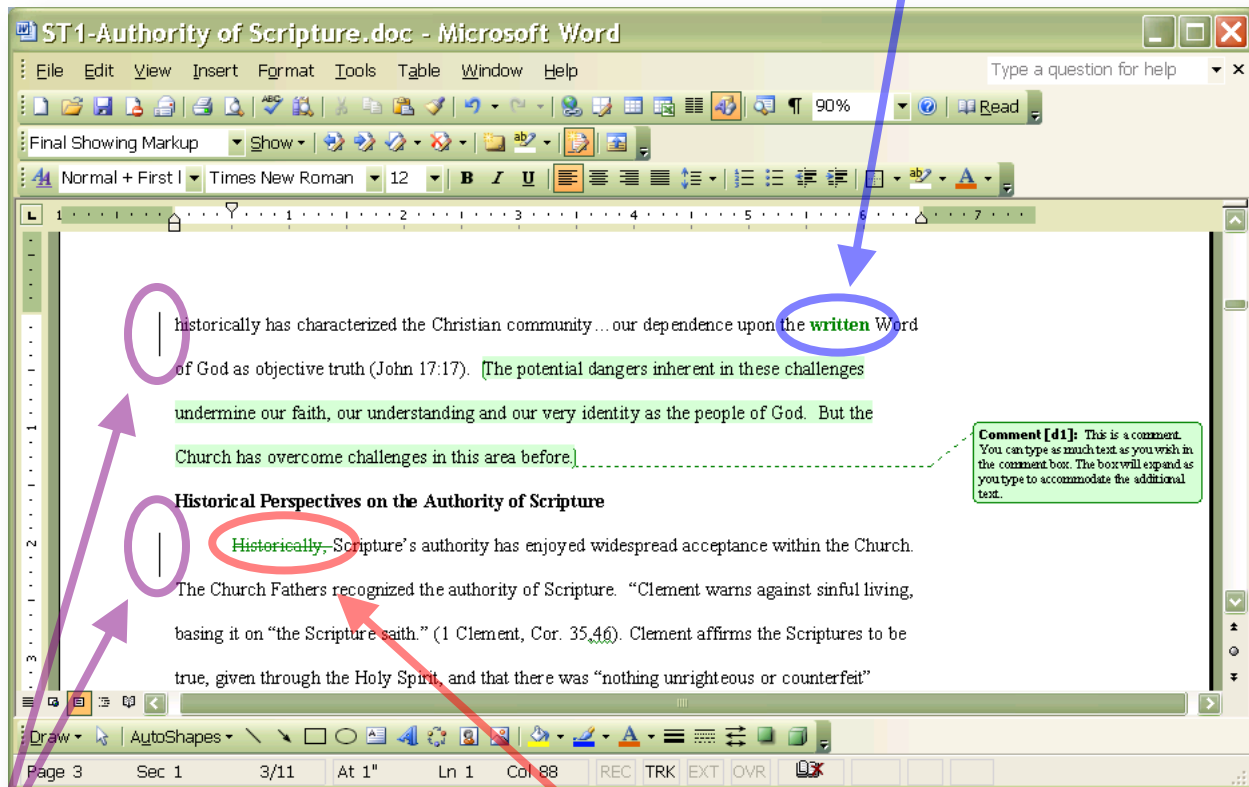


When you turn on Track Changes, a special formatting tool bar appears at the top of your document. You won’t normally use most of these tools, except for possibly the icon to turn Track Changes on or off.



To easily see whether the Track Changes feature is on or off, check the TRK indicator at the bottom of the document window. TRK will be black when Track Changes is on and dimmed when turned off.

With the Track Changes feature turned on, 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 for PLI standards.



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 grading papers. There is no “right” or “wrong” way to give feedback, so feel free to experiment with these two features to discover what works best for you.