

PLI Tutorial Series

Electronic Editing

Using Your Computer to Edit or Grade Papers

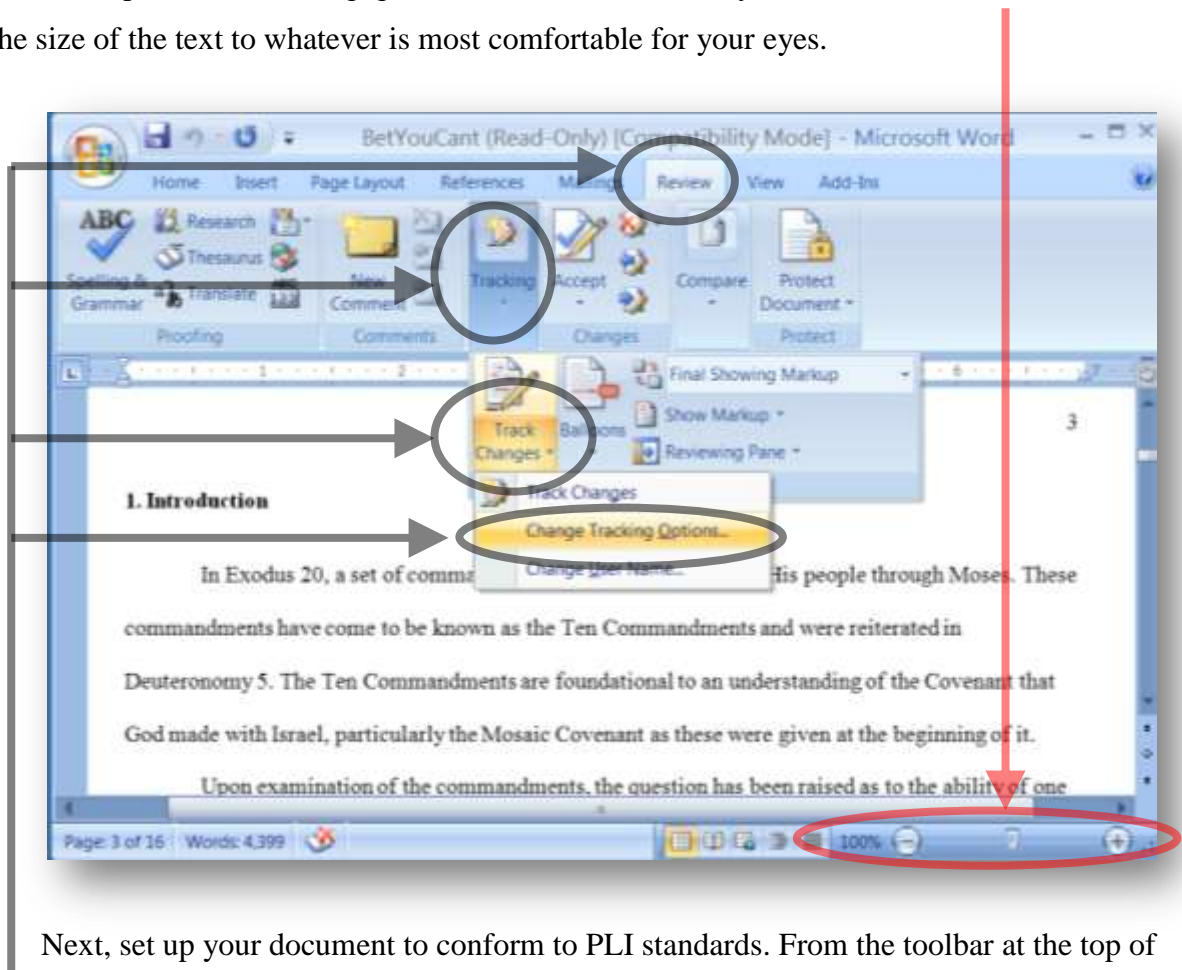
All eProfs must be able to grade papers electronically, and PLI's writing course requires students to edit the written assignments of their classmates as well. The following step-by-step tutorial for electronic editing/grading is designed to be used with MicroSoft Office Word 2007 word processing software.

Electronic Editing & Grading

Using Your Computer to Edit or Grade Papers

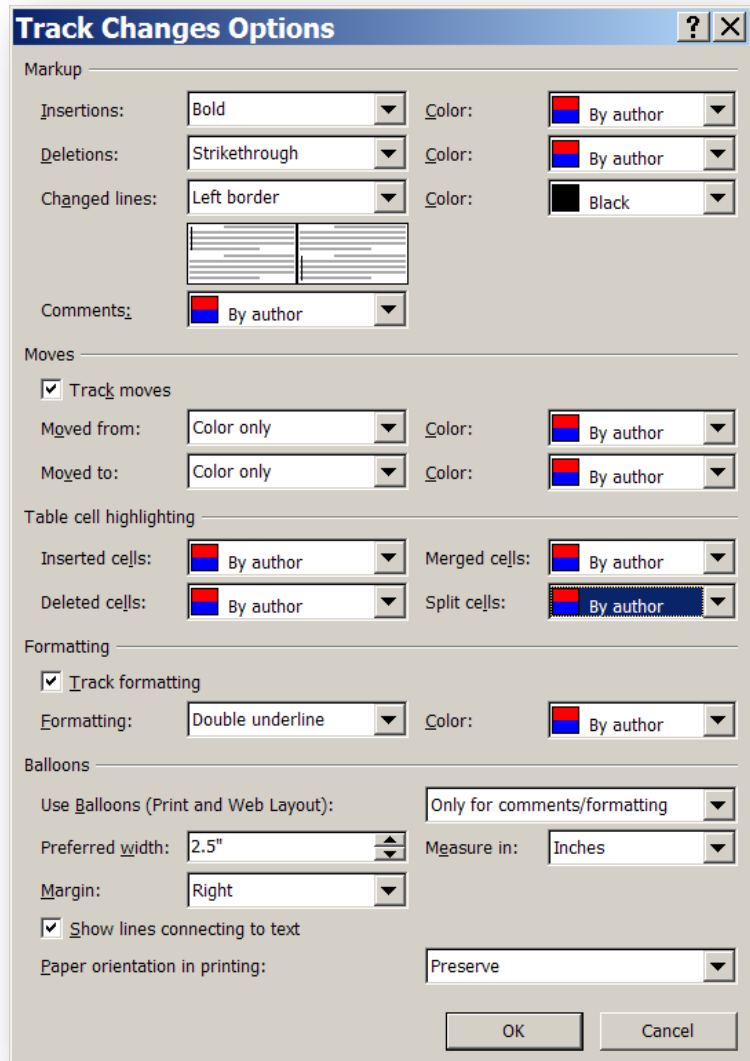
When teaching an online course, it's important that all aspects of the teaching and learning process are accomplished electronically—including submitting and grading written course assignments. eProfs can grade a student's paper electronically (and students can edit one another's work) using the "Review" features of MS Word 2007. 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.

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



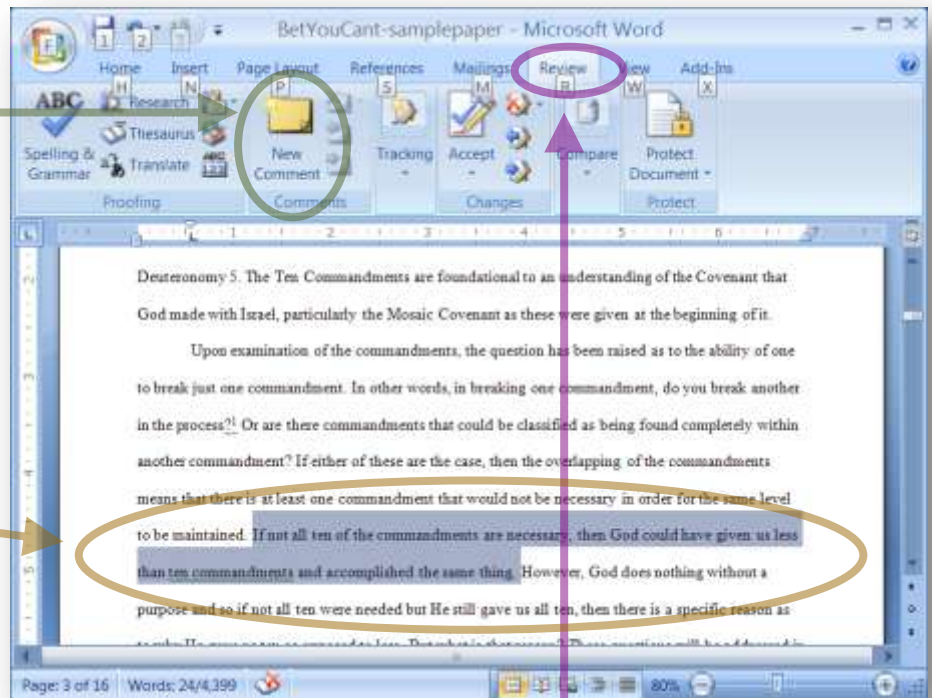
Next, set up your document to conform to PLI standards. From the toolbar at the top of the document, click the "Review" tab ... then the down arrow under "Tracking." From the drop-down menu click the down arrow for "Track Changes" and then click on "Change Tracking Options." In the popup "Track Changes Options" box set variables as follows:

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



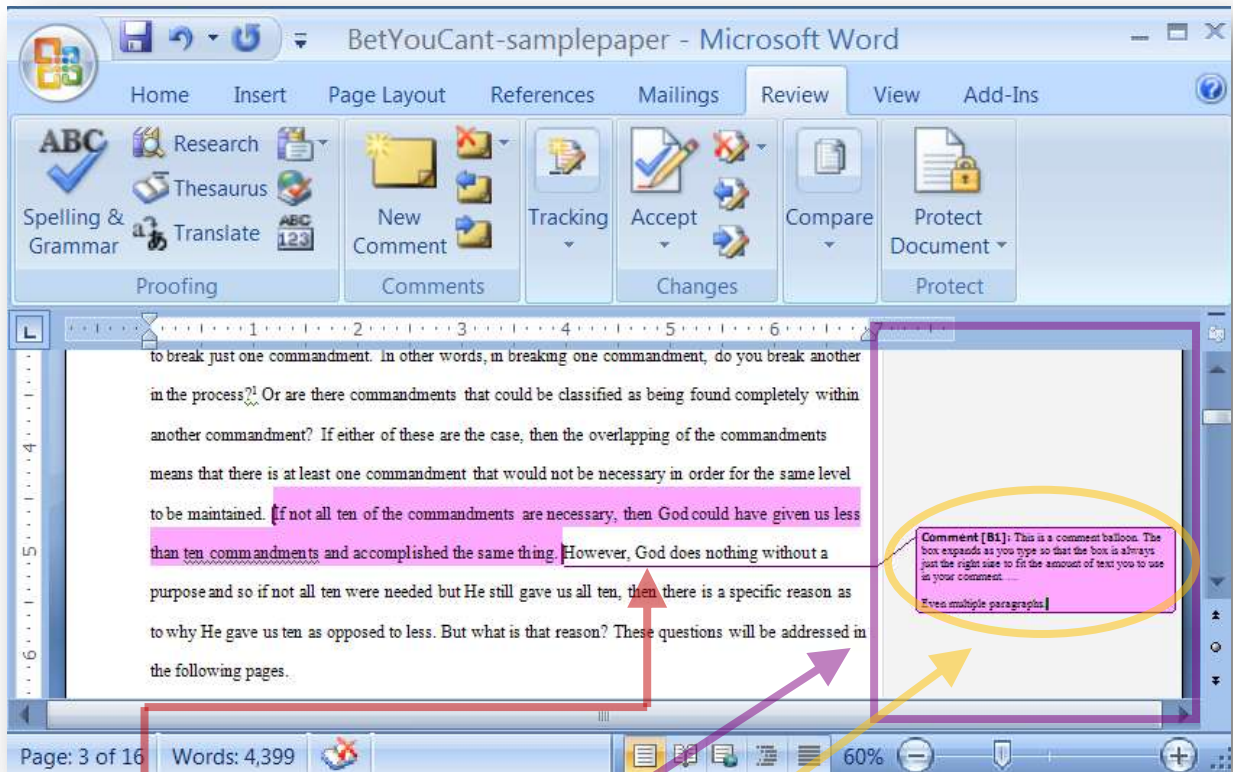
(NOTE: Because the set up criteria goes with the document, electronic editing/grading works best if everyone uses the same setup.)

The easiest way to pass along feedback is by inserting “Comments.” 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.

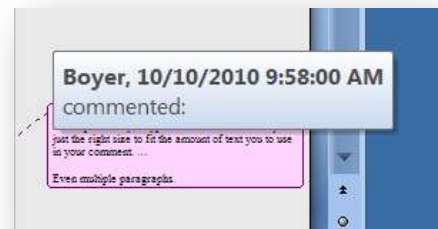
With text selected (highlighted), click the “Review” tab at the top of your window, and then click “New Comment” from the “Review” tool bar. This will ...



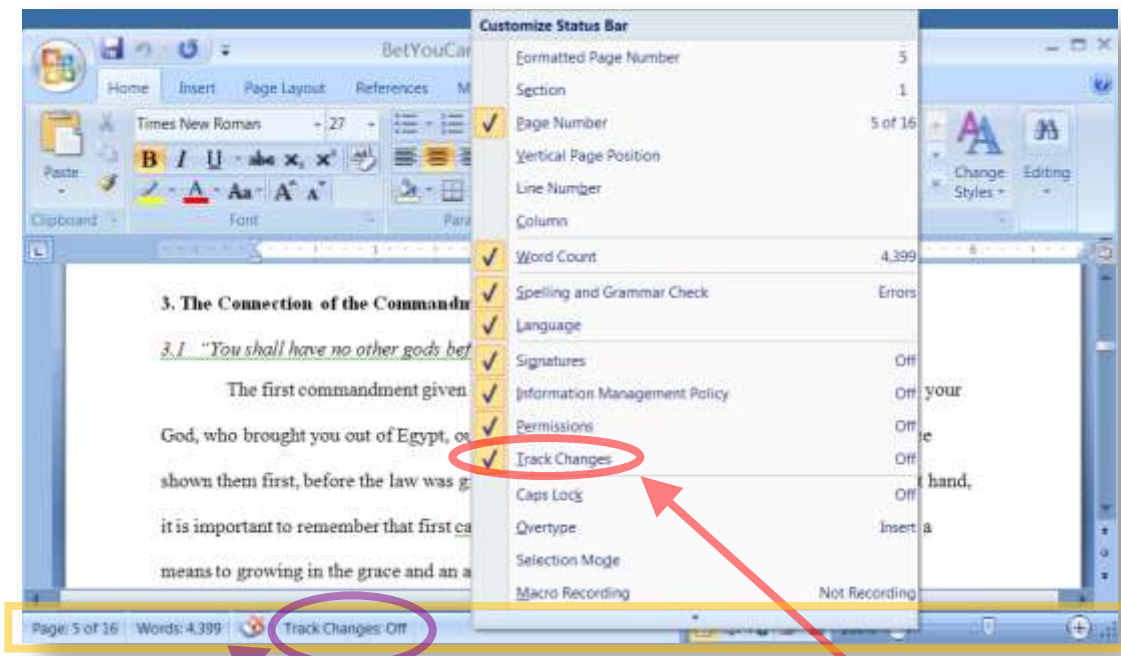
- widen the right margin
- insert a colored comment balloon in the right margin (tagged with your ID)
- draw a color-coordinated dotted line from the selected text to the comment balloon

Click in the balloon to type your comment. As you type, the balloon will expand to the size necessary to contain your text. If you set up “Track Changes Options” as instructed on page 3 of this tutorial, the color of these comment balloons will be unique for each editor (“by author”).

If you hover your cursor over a comment box, a popup message will tell you the name of the author as well as the date and time the comment was added.



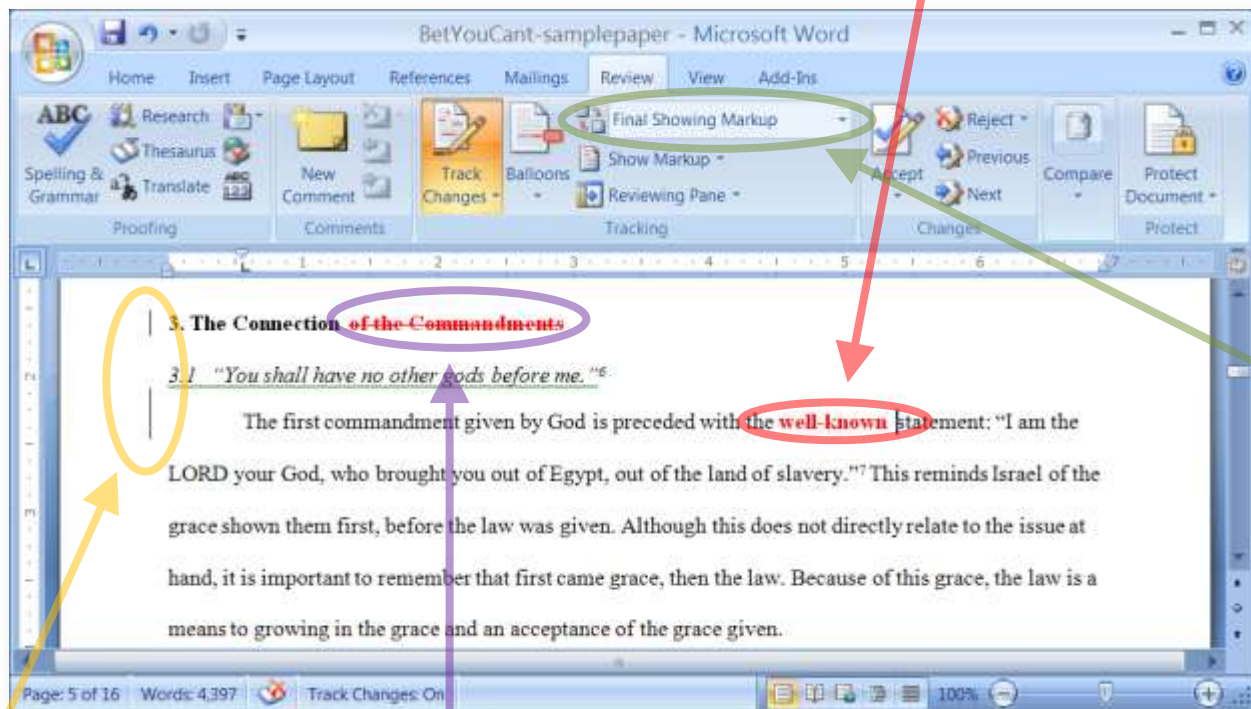
Other methods of electronic grading can be accomplished using the “Track Changes” feature. Track Changes allows you to insert comments right into the body of the text in a color unique to each author/editor (rather than in comment balloons in the side margin). To facilitate using the Track Changes feature, add a Track Changes indicator to the status bar. To do so ...



- Right-click anywhere on the status bar
- Left-click Track Changes (a checkmark in front of “Track Changes” on the popup menu tells you the Track Changes indicator is already being displayed on the status bar)

A glance at the status bar will quickly tell you whether the Track Changes feature is on or off. You can left-click the Track Changes indicator (on the status bar) to toggle back and forth turning the Track Changes feature on or 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 (see page 3 of this tutorial).



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.

In order to view editorial comments and suggestions, be sure to select “Final Showing Markup” on the “Review” tool bar.

Although you’re welcome to use the other “Review” features, knowing how to add comments and insert/delete text is sufficient for our purposes. 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 to discover what works best for you.