



Center for Teaching and Learning

Using Technology to Improve Feedback

on Student Writing Projects

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Objectives

As an instructor, you often need to review student writing projects and provide feedback to them. Instead of manually collecting or printing out those writing projects and adding your feedback, you can easily use Blackboard and Microsoft Word to collect, grade, and provide feedback to student writing projects electronically. Through this hands-on workshop, you will find out how these technology tools can make the process more efficient and less laborious. After this workshop, you should be able to:

- Collect and grade student writing projects using Blackboard
- Use Microsoft Word to provide electronic feedback
 - Use reviewing tools to add comments and track changes
 - Participate in a review that has multiple reviewers
 - Use color coding to indicate specific problems
 - Use a tablet pen to add ink annotations to a document
 - Choose different display and printing options
 - Create different versions of a document
 - Understand file naming conventions

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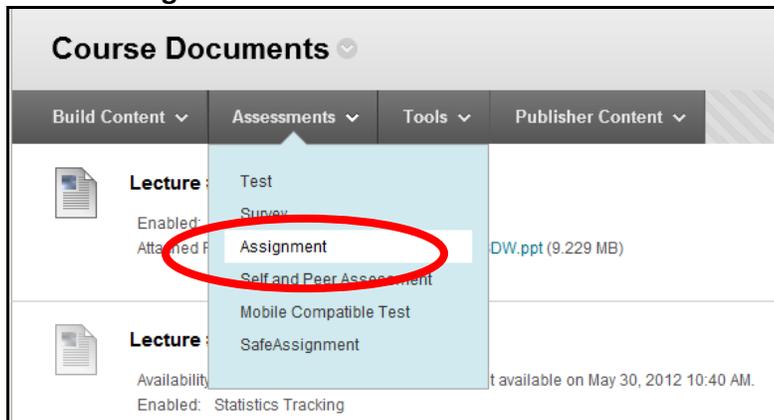
Collect and Grade Student Writing Projects Using Blackboard

Add an Assignment Drop Box

Assignment drop boxes allow instructors to collect student writing projects and manage the grades and feedback for each student separately. Instructors may create an assignment drop box that lists the name, point value and description of the assignment; files may also be attached. After an assignment drop box is added to a **Content Area**, students may access and submit their files to the assignment drop box. Instructors can then view the students' submissions through the **Grade Center**, enter grades and comments for individual student's submissions, and attach feedback files if necessary.

To create an assignment drop box, follow these steps:

1. Log onto Blackboard and enter your course.
2. Navigate to a **Content Area** where you wish to create the assignment, such as **Course Documents**, from the **Course Menu**.
3. Choose **Assignment** from the **Assessments** menu on the menu bar.



1. Complete the form on the **Create Assignment** page by entering the name of the assignment in the **Name** field. Optionally you can enter any specific assignment instructions into the **Instructions** field. Optionally you can click on the **Browse My Computer** button or the **Browse Content Collection** button to attach files.
2. Enter the points possible into the **Points Possible** field under **Grading**. You can also associate rubrics to an assignment by clicking the **Add Rubric** button to select a rubric.



3. To make the assignment available, select the checkbox. If you would like to choose date restrictions, select the **Display After** and the **Display Until** checkboxes and select the dates.
4. To track the number of views, select the checkbox in front of **Track Number of Views**.
5. When your assignment is ready to be created scroll to the bottom of the page, click on the **Submit** button.

When the students enter the course, they should select **Course Documents** from the **Course Menu**, and then click on the assignment name to enter the assignment drop box. On the **Upload Assignment: Assignment Name** page, the student can upload multiple files, enter comments, and submit their submissions to the instructor. The submissions will be imported into the **Grade Center**.

Upload Assignment: Essay

Cancel Save as Draft Submit

1. Assignment Information

Name	Essay
Instructions	
Due Date	
Points Possible	100

2. Assignment Submission

Attach File

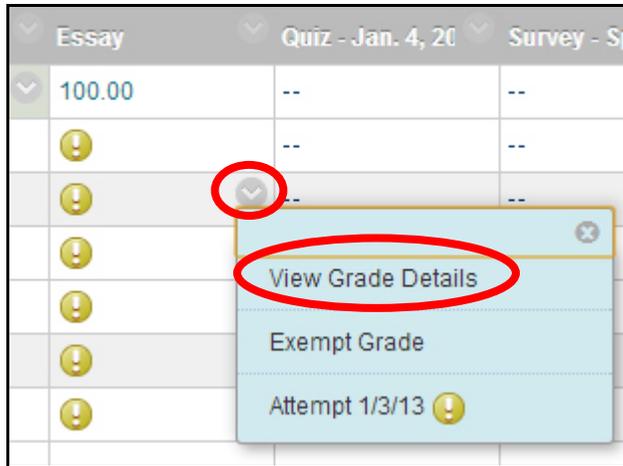
[Type Submission](#)

Review and Grade Assignments

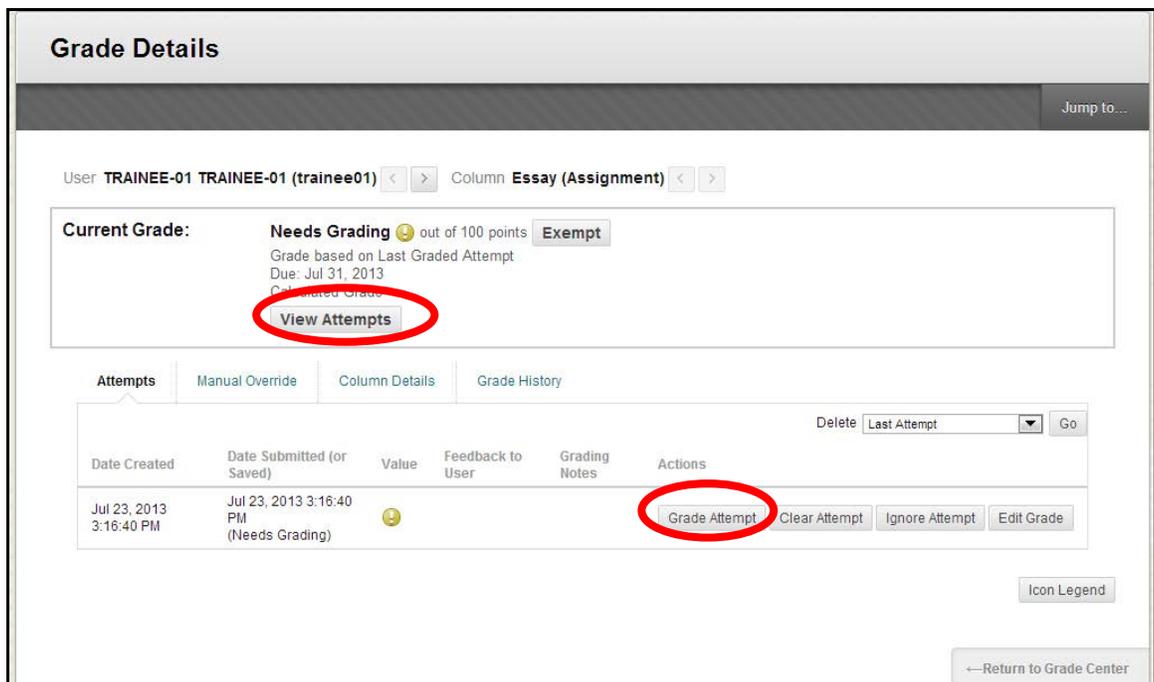
Instructors can retrieve submissions for an assignment through the course **Grade Center**. Assignment submissions can be viewed and downloaded individually or all at once.

Retrieve and Grade a Single Student's Submission

1. Enter the **Grade Center** for the course by clicking **Full Grade Center** under the **Grade Center** subheading in the **Control Panel**.
2. If a student has submitted something for an assignment, it will be indicated by a yellow exclamation mark (means **Needs Grading**), point your cursor to the cell that contains the yellow exclamation mark, and click the small downward arrow to the right of the cell and then select **View Grade Details** to enter the student's submission.



3. On the **Grade Details** page, click either the **View Attempts** or the **Grade Attempt** button to access and grade the student's submission. On this page, you also have the options to **Clear Attempt**, **Ignore Attempt** and **Edit Grade**.



4. On the next **Grade Assignment: Assignment Name** page, you will see the file that the student has submitted, read the student's comments if any, download any file attachments, grade the attempt and enter **Grader Feedback**.

The screenshot shows the 'Grade Assignment: Essay' interface. At the top, there is a title 'Grade Assignment: Essay' and a paragraph of instructions. Below this, there is a navigation bar with 'Jump to...' and 'Hide User Names'. The user information shows 'User: TRAINEE-01 TRAINEE-01 (Attempt 1 of 1)' and 'View: Assignments'. A toolbar contains icons for search, zoom, comment, and download. The main content area displays the assignment details, including the 'OBJECTIVE', 'PROJECT DESCRIPTION', and 'PAPER FORMAT'. On the right side, there is a sidebar with 'Assignment Details' showing 'GRADE' and 'ATTEMPT' information. Below this, there is a 'SUBMISSION' section with a file named 'assignment.doc' and a 'COMMENTS' section for 'Grader Feedback'. At the bottom of the sidebar, there are 'Save as Draft' and 'Submit' buttons. Red arrows point to various elements: 'Add Comments' points to the comment icon, 'Download Files' points to the download icon, 'Grade attempt' points to the attempt number, 'Additional formatting options' points to the text formatting icons, and 'Attach feedback files' points to the attach icon.

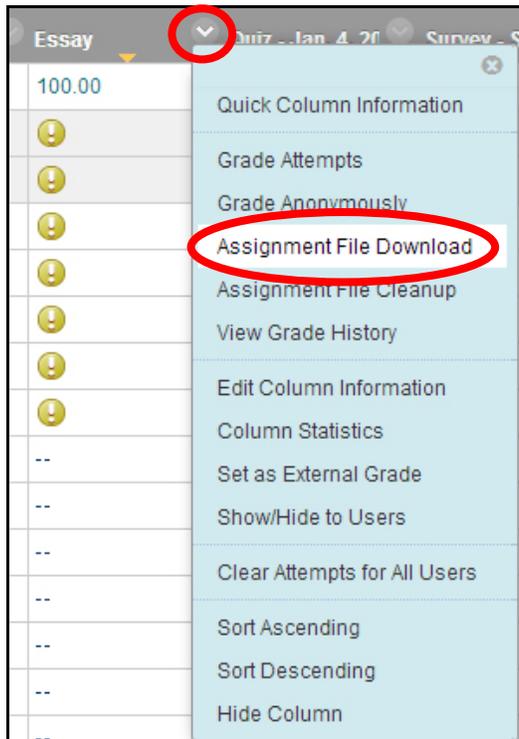
5. Click **Submit** to save the changes.

Download Multiple Students' Submitted Files

When using the **Assignment** tool, you can download multiple students' submitted files for an assignment at one time. To download multiple files at one time:

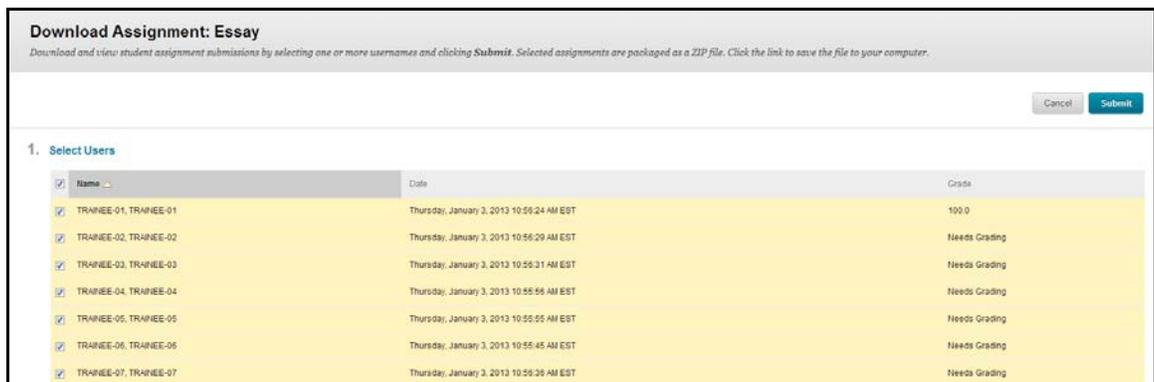
1. Enter the **Grade Center** for the course through the link in the **Control Panel**, make sure to click on **Full Grade Center**.
2. Within the **Grade Center**, point your cursor to the name of the assignment that you want to download.

3. Click the small downward arrow next to the assignment name, and then select **Assignment File Download**.



The **Grade Attempts** function lets you enter in a grade for each student's attempt at the assignment.

4. On the **Download Assignment: Assignment Name** page, select the check boxes located to the left of the student names to download one, some, or all of the student's submitted files for this assignment.

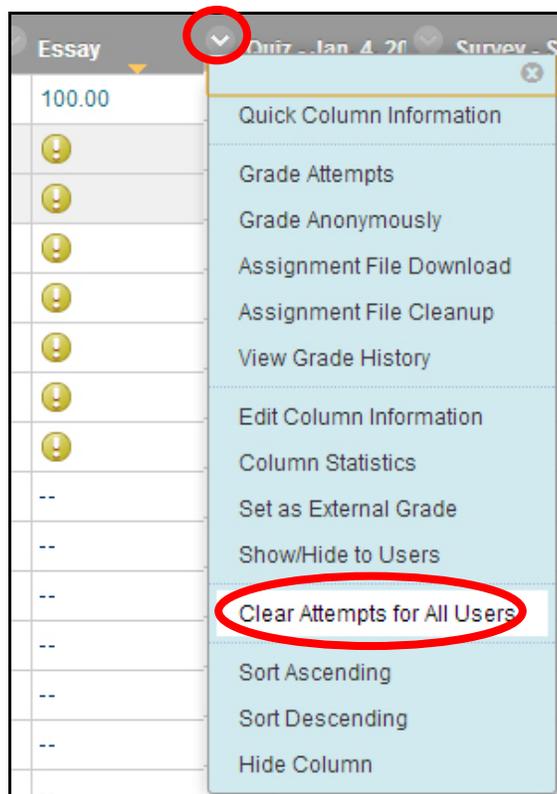


5. Click the **Submit** button.
6. Blackboard will create a **.zip** file containing all the submitted files. Click the link **Download assignment now** to download the zip file and save it to your computer. Each downloaded assignment entry will automatically include the student's username.

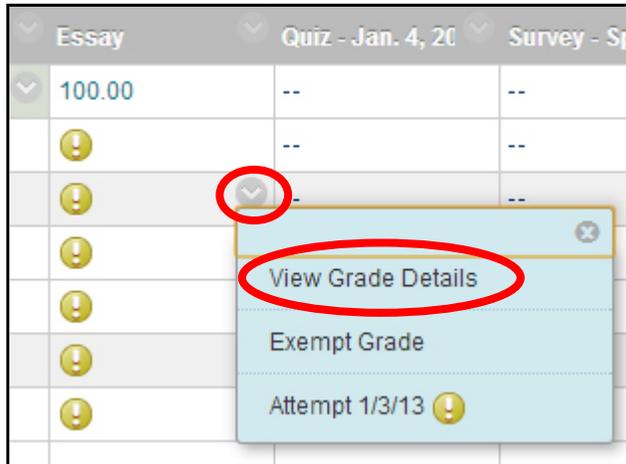
Clear Students' Assignment Attempts

If students are allowed only one attempt at the assignment, once an assignment has been submitted, the student will not be able to resubmit the assignment. If the student needs to resubmit the assignment, you will need to clear the assignment attempt. Clearing the attempt will remove any comments and attachments that have already been submitted. Students will need to resubmit all comments and files.

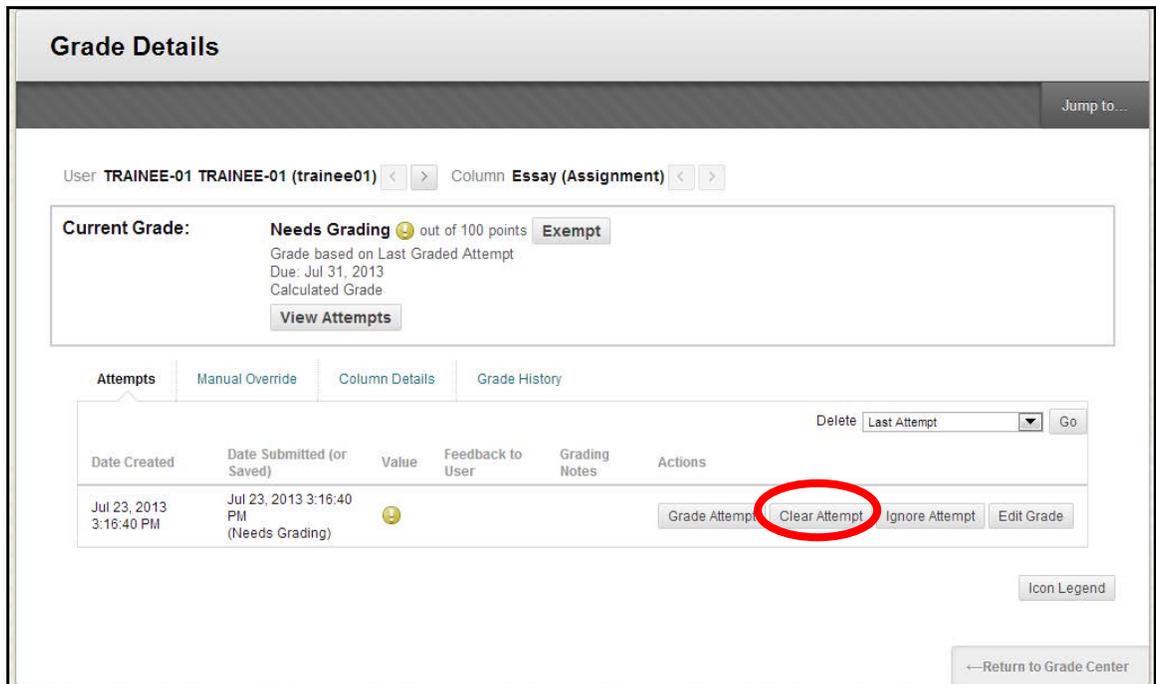
1. Enter the **Grade Center** for the course through the link in the **Control Panel**.
2. Within the **Grade Center**, point your cursor to the name of the assignment.
3. Click the small downward arrow next to the assignment name, and then select **Clear Attempts for All Users**. This will then clear all attempts so that students can reattempt the assignment.



6. To clear only one student's attempt, point your cursor to the cell of the student's attempt, and click the small downward arrow to the right of the cell and then select **View Grade Details** to enter the student's submission.



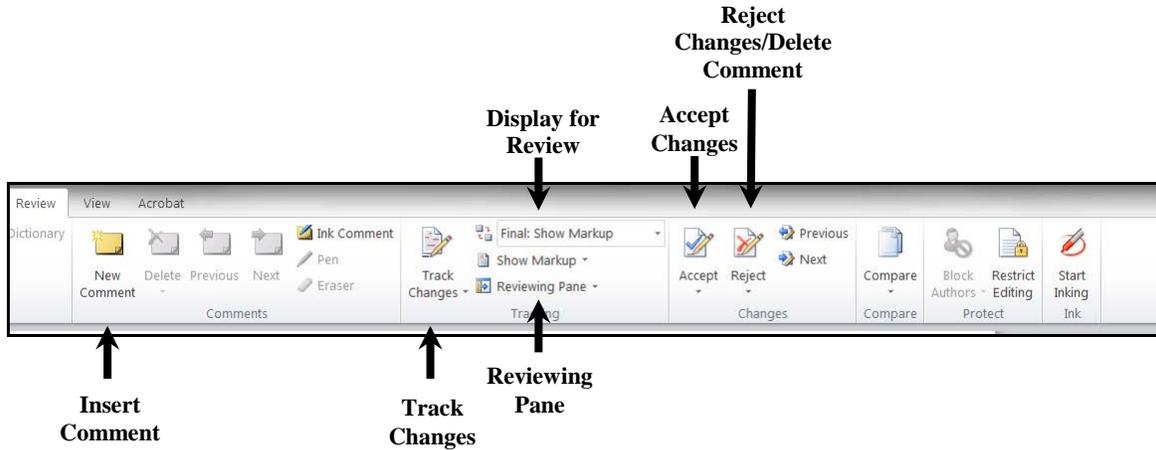
4. Click the **Clear Attempt** button on the **Grade Details** page and the student can resubmit their assignment. This feature also works for tests and surveys.



Use M.S. Word to Provide Electronic Feedback

Review Toolbar

Click **Review** on the top menu of M.S. Word, the review toolbar will appear and it includes the tools you need to add comments as well as track changes you make in the document.

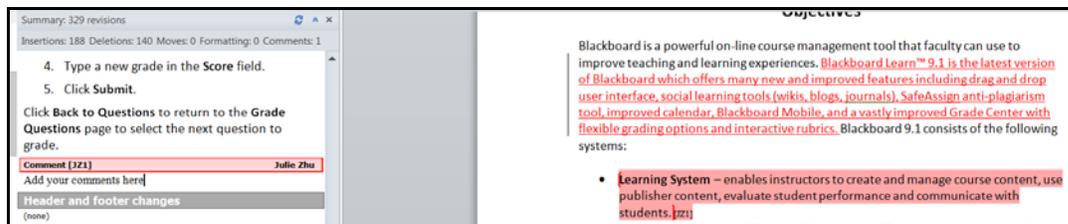


Add/Edit/Delete Comments

Add Comments

To add a comment to the document:

1. Highlight the text or item you want to comment on.
2. Click on the **New Comment** icon on the reviewing toolbar, the **Reviewing Pane** will appear on the left side of the screen.
3. Type your comment in the **Reviewing Pane**.



Edit Comments

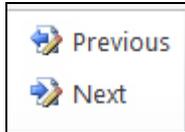
To edit a comment:

1. Open the **Reviewing Pane** by click on the **Reviewing Pane** icon on the Review Toolbar.
2. Edit the text as needed.

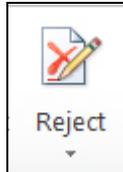
Delete Comments

To delete a single comment:

1. Select the comment you want to delete, you can use the **Previous** and **Next** buttons on the review toolbar to navigate to a specific comment.

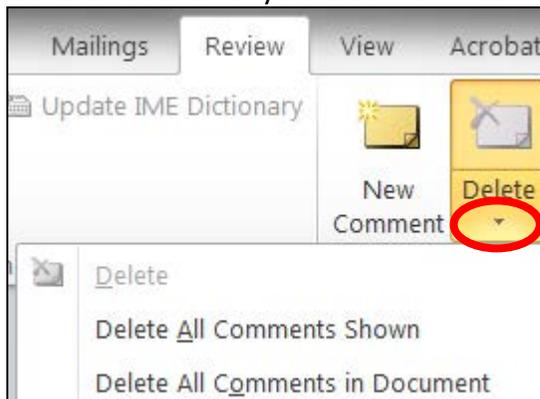


2. Click on the **Reject** icon on the review toolbar.



To delete comments from specific reviewers:

1. On the **Reviewing Toolbar**, click **Show Markup >> Reviewers**, and then click **All Reviewers** to deselect all the reviewers first.
2. Click **Show Markup >> Reviewers** again, and then select the check boxes next to the names of the reviewers whose comments you want to delete. All the comments shown in the document are now made from those specific reviewers.
3. On the **Reviewing Toolbar**, click on the small drop-down arrow under the **Delete** icon, and then select **Delete All Comments Shown** (Note: This option is grayed out when all reviewers are selected). This procedure will delete all comments from the reviewers you have selected.



To delete all comments: on **the Reviewing Toolbar**, click on the small drop-down arrow under the **Delete** icon, and then select **Delete All Comments in Document**. This procedure will delete all the comments in the document no matter whether or not they are shown.

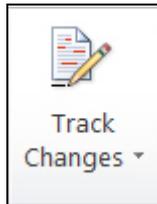
Alternatively, you can view, edit, and delete comments in the **Reviewing Pane**. Click on the **Reviewing Pane** icon on the **Reviewing Toolbar** to display or hide the **Reviewing Pane**.

Note: the **Reviewing Pane** only displays comments that are shown in the document.

Track Changes

When you add comments or highlight text in a document, these markups will automatically show up. However, when you insert, delete, or format text or graphics, these changes will not show up in the document unless you track them:

1. From the reviewing toolbar, click on the **Track Changes** icon.



2. Make changes you want by inserting, deleting, moving, and formatting text or graphics. You will notice all the changes are marked up by different colors and formatting. Some markup elements are displayed in the text of the document, while others are displayed in balloons that appear in the margin.
3. Click on **Track Changes** again to turn off change tracking.

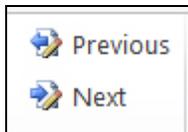
Accept/Reject Changes

When you turn on the **Track Changes** feature, all the changes (insertions, deletions, or formatting changes) that you make are tracked and marked up. As you review these changes, you can choose to accept or reject a specific change or all changes.

Accept Changes

To accept a single change:

1. Select the specific change you want to accept, you can use the **Previous** and **Next** icons on the **Reviewing Toolbar** to navigate to a specific change.

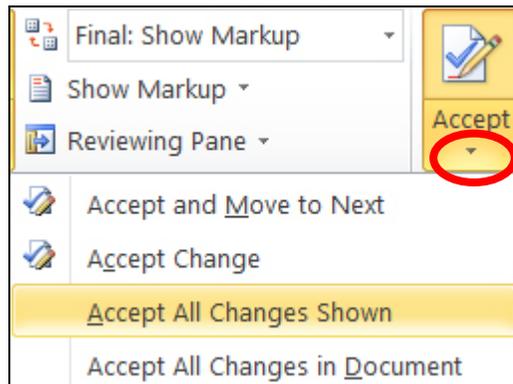


2. Click on the **Accept** icon on the Reviewing toolbar (Alternatively, you can click on the small dropdown arrow under the **Accept** icon and select **Accept and Move to Next**, or you can right click on the specific change and select **Accept Insertion/Deletion/Format Change** from the pop-up menu).



To accept changes from specific reviewers:

1. On the Reviewing toolbar, click **Show Markup >> Reviewers**, and then click **All Reviewers** to deselect all the reviewers first.
2. Click **Show Markup >> Reviewers** again, and then select the check boxes next to the names of the reviewers whose changes you want to accept. All the changes shown in the document now are made from those specific reviewers.
3. On the **Reviewing Toolbar**, click on the small dropdown arrow under the **Accept** icon, and then select **Accept All Changes Shown** (**Note:** This option is grayed out when all reviewers are selected). This procedure will accept all deletions, insertions, and format changes made by the reviewers you have selected.

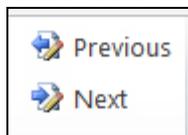


To accept all changes in document, on the Reviewing Toolbar, click on the small dropdown arrow under the **Accept** icon, and then select **Accept All Changes in Document**. This procedure will accept all changes in document no matter whether or not they are shown.

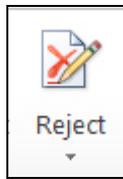
Reject Changes

To reject a single change:

1. Select the specific change you want to accept, you can use the **Previous** and **Next** icons on the **Reviewing Toolbar** to navigate to a specific change.

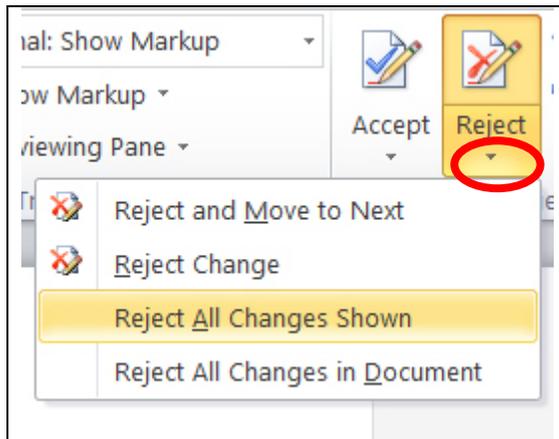


1. Click on the **Reject** icon on the **Reviewing Toolbar** (Alternatively, you can click on the small drop-down arrow under the **Reject** icon and select **Reject and Move to Next**, or you can right click on the specific change and select **Reject Insertion/Deletion/Format Change** from the pop-up menu).



To reject changes from specific reviewers:

1. On the Reviewing toolbar, click **Show Markup >> Reviewers**, and then click **All Reviewers** to deselect all the reviewers first.
2. Click **Show Markup >> Reviewers** again, and then select the check boxes next to the names of the reviewers whose changes you want to accept. All the changes shown in the document now are made from those specific reviewers.
3. On the **Reviewing Toolbar**, click on the small dropdown arrow under the **Reject** icon, and then select **Reject All Changes Shown** (**Note:** This option is grayed out when all reviewers are selected). This procedure will accept all deletions, insertions, and format changes made by the reviewers you have selected.



To reject all changes in document, on the Reviewing Toolbar, click on the small dropdown arrow under the **Reject** icon, and then select **Reject All Changes in Document**. This procedure will accept all changes in document no matter whether or not they are shown.

Alternatively, you can accept and reject changes in the **Reviewing Pane**. Click on **Reviewing Pane** button on the **Reviewing Toolbar** to display or hide the **Reviewing Pane**, right click on the change you want to reject, and select **Reject Insertion/Deletion/Format Change** from the pop-up menu.

Note: the **Reviewing Pane** only displays changes that are shown in the document.

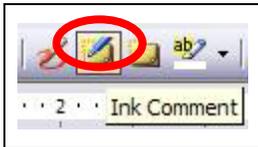
Add Ink Annotations

If you are using a Tablet PC, you can use a tablet pen to make handwritten comments or annotate a document with handwriting.

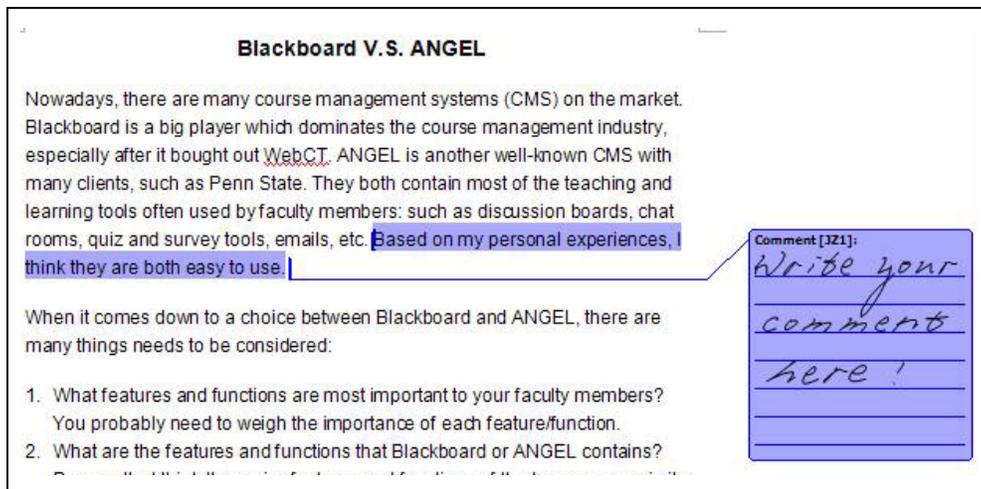
Note: You must be running Microsoft Office Word 2003 on a Tablet PC in order to see all the tools described in this section and use this feature.

To make handwritten comments:

1. Select the text you want to comment on.
2. On the Reviewing toolbar, click “Ink Comment” icon (Alternatively, you can select “Ink Comment” from the “Insert” pull-down menu).

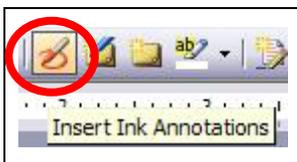


3. Write your comment in the comment balloon.

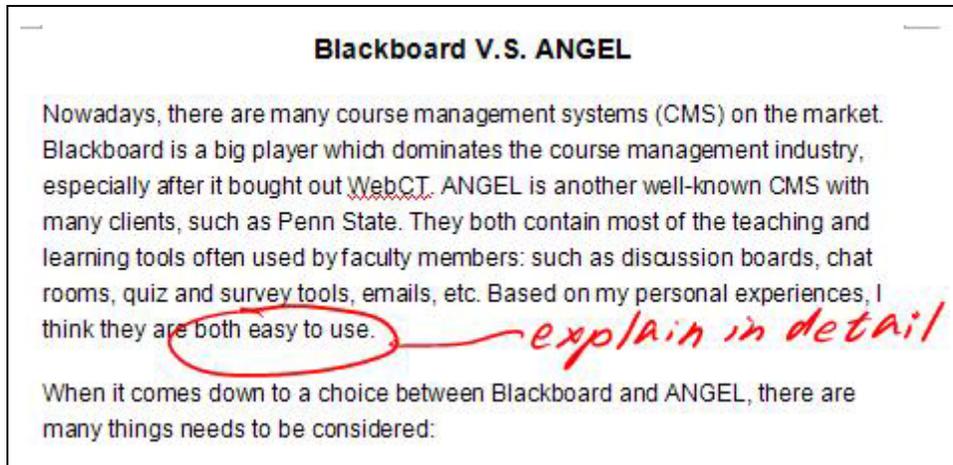


To mark up the content of a document with handwriting:

1. Select “Insert Ink Annotations” on the Reviewing toolbar (Alternatively, you can select “Insert Ink Annotations” from the “Insert” pull-down menu).



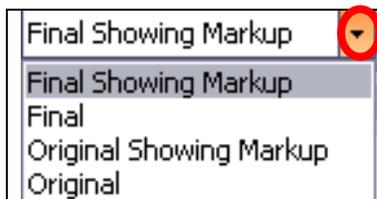
2. Start write or draw anywhere on the document.



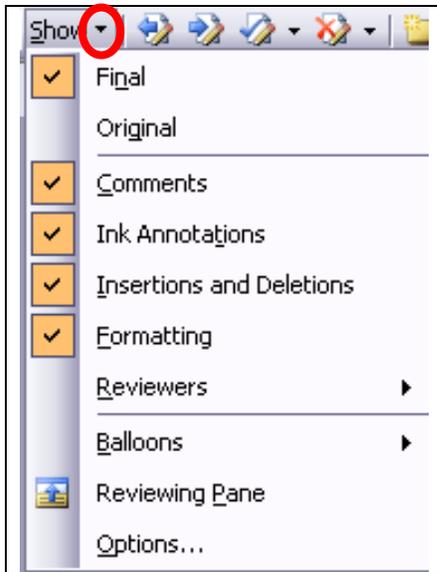
Note: it's advised to use Print Layout when you insert ink annotations.

Different Display Options

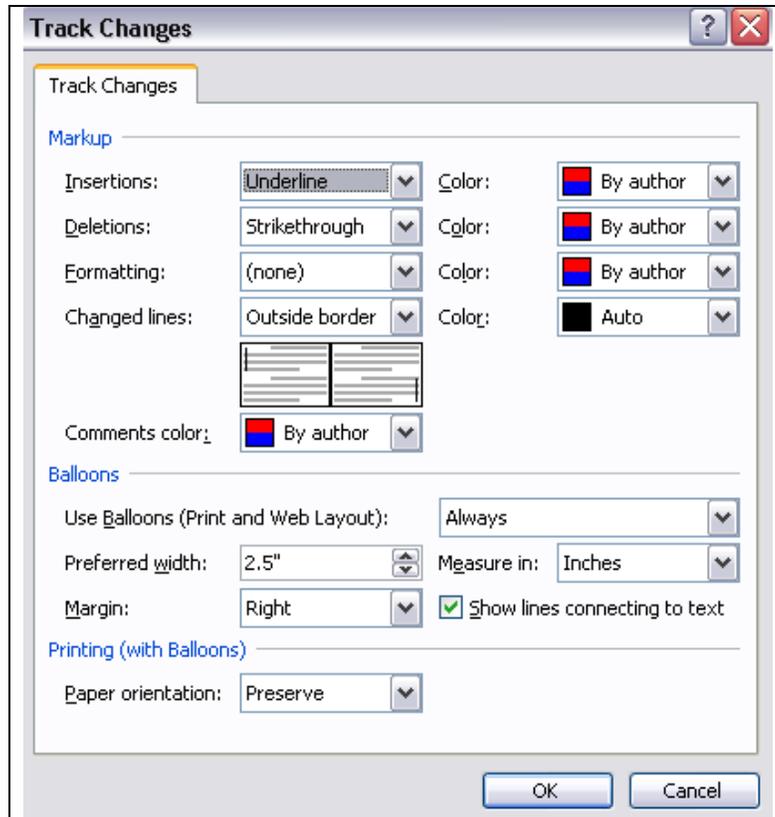
You can select different display options on the Reviewing toolbar. By default, Word will display the final version of the document with markups shown. You can choose different display options by clicking on the small drop-down arrow next to the "Final Showing Markup" on the Reviewing toolbar. Here you can choose to show the final version of the document without the markups shown, the original version with markups shown, or the original version of the document.



If you choose to have the markups shown (either "Final Showing Markup" or "Original Showing Markup"), you can choose to display specific changes you make to the document. Clicking on the "Show" icon on the Reviewing toolbar or click on the small drop-down arrow next to the icon, you will see different display options.



- Check/Uncheck “Comments”, “Ink Annotations”, “Insertions and Deletions”, or “Formatting” to display/hide these changes in the document.
- Select which reviewers’ changes to display/hide by click on “Reviewers” and then check or uncheck the checkboxes next to the reviewers’ names.
- Click “Balloons” then select the way that you want the balloons to be displayed. Three options available: “Always,” “Never” and “Only for Comments/Formatting.”
 - “Always” option: deletions, comments and formatting changes will be displayed in the body of the text as well as in balloons in the page margin. Insertions will still be displayed in the body of the text.
 - “Never” option: All insertions, deletions, formatting and comments will be displayed in the body of the text.
 - “Only for Comments/Formatting” option: both insertions and deletions will be displayed in the body of the text, while comments and formatting changes will be displayed in the body of the text as well as in balloons.
- Select/deselect “Reviewing Pane” to show and hide the “Reviewing Pane” at the bottom of the screen.
- Click “Options” to change the way tracked changes and comments look. When you click on “Options,” the “Track Changes” window will open.



To change the format of the markups, under Markup:

- Click the drop-down arrow next to the type of change (Insertions, Deletions, Formatting, or Changed lines) and specify the format that Word will use for each type of change. For instance, you can have Word display Insertions as “Color only” instead of “Underline.”
- Click the drop-down arrow next to the color to change a color Word uses to indicate the specific type of change. **Note:** By default, Word uses a different color for each reviewer.

To change display options for the balloons:

- Click on the drop-down arrow next to the “Use Balloons (Print and Web Layout)” and select the way that you want the balloons to be displayed. See above.
- Adjust the values in the “Preferred width,” “Margin,” and “Measure in” boxes to change the layout and margin width for the balloons.

To change the printing options for the balloons, under “Printing (with Balloons),” choose from the three options for “Paper orientation”

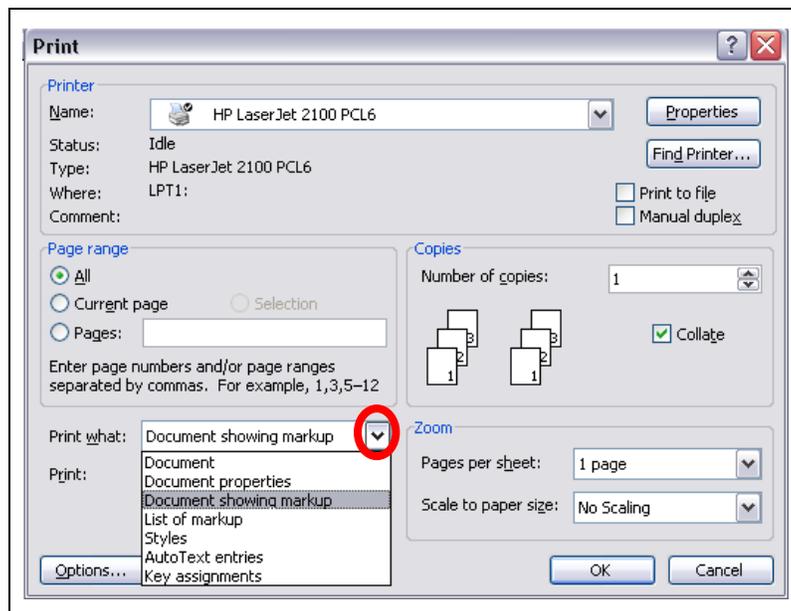
- “Auto” option: Word will decide the paper orientation to provide the best document layout.

- “Preserve” option: to print the document with paper orientation specified in the “Page Setup” under the “File” pull-down menu (for instance, if “Portrait” is selected in “Page Setup,” then your document will be printed with portrait orientation.
- “Force Landscape” option: to print the document with landscape orientation. This option will allow the most room for the balloons.

Different Printing Options

You can choose to print document with markups shown:

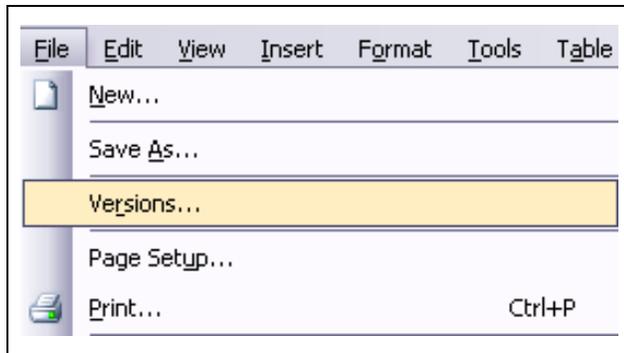
1. Select “Print” from the “File” pull-down menu.
2. Click the small drop-down arrow next to “Print what,” and select “Document showing markup.” You can also choose to print just a list of markup.



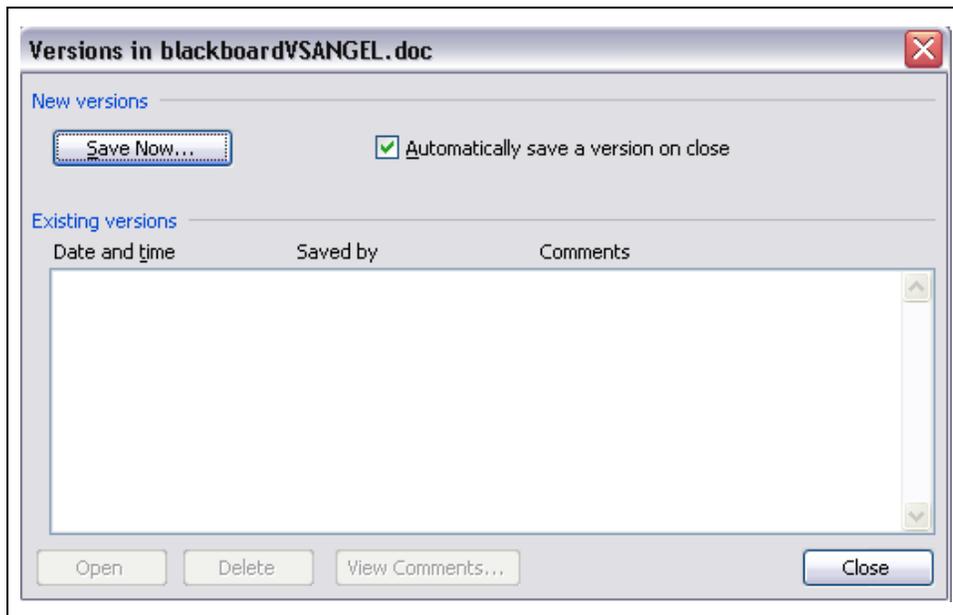
Create Different Versions of a Document

You can save multiple versions of a document within the document itself at many stages of its evolution. Microsoft Word will save only the differences between versions, not an entire copy of each version, therefore, you can save disk space. Later, you can go back and review, open, print or delete earlier versions. It is different from the “Save as” option which saves the entire copy of the document as a separate file. There are some situations when you want to save a version of a document. For example, you might want to save a version when you or the student makes changes to the document and make a note on what changes are made, who made those changes and when.

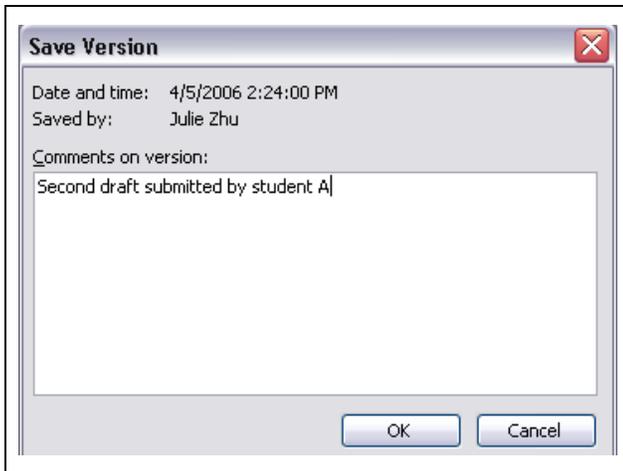
1. Select “Versions” from the “File” pull-down menu.



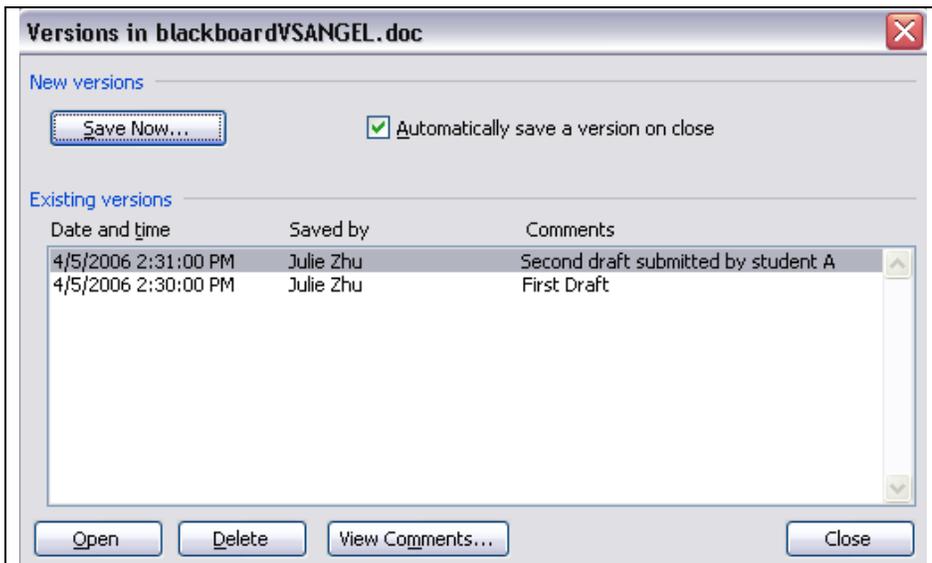
2. From the pop-up window, you can check the checkbox “Automatically save a version on close” to automatically save a version of the document whenever you close it. The “Comments” for this version will be automatically entered as “Automatic Version.” Click “Save Now...” to save a version manually.



3. From the “Save Version” window, enter your comments on this version you are saving. Then click on “OK.”



4. You can click on “Version” from the “File” pull-down menu again to open or delete previous versions.



Alternatively, you can double click the “Versions” icon at the bottom of the WORD screen to access previous versions.



File Naming Conventions

Each semester, you may receive many files from students. Therefore, it is especially important for both you and your students to establish file naming conventions.

You can assign numbers to your writing projects, and ask the students to name their files as “A#_Lastname” (A# represents assignment number), for example, “A1_Zhu.” If they will submit several versions of the assignment, ask them to add version number (V#) following the assignment number, for example, “A1(V2)_Zhu” (**Note:** ask them to add first name if there is someone else in the class who shares the same last name).

After you make comments and changes to the file submitted by the students, you can save it either as a separate file (using the “Save as...” option under the “File” pull-down menu) or save it as a new version (using the “Versions” option under the “File” pull-down menu), and name it as “A#_Lastname_YourInitialsComments,” for example, “A1_Zhu_BGComments.” For version 2, name it as “A1(V2)_Zhu_BGComments,” so on and so forth. If you save the file as a new version, you can enter the name in the “Comments on version” dialogue box.

You can come up with your own file naming conventions as long as it’s easy for you to manage the many files and versions.