

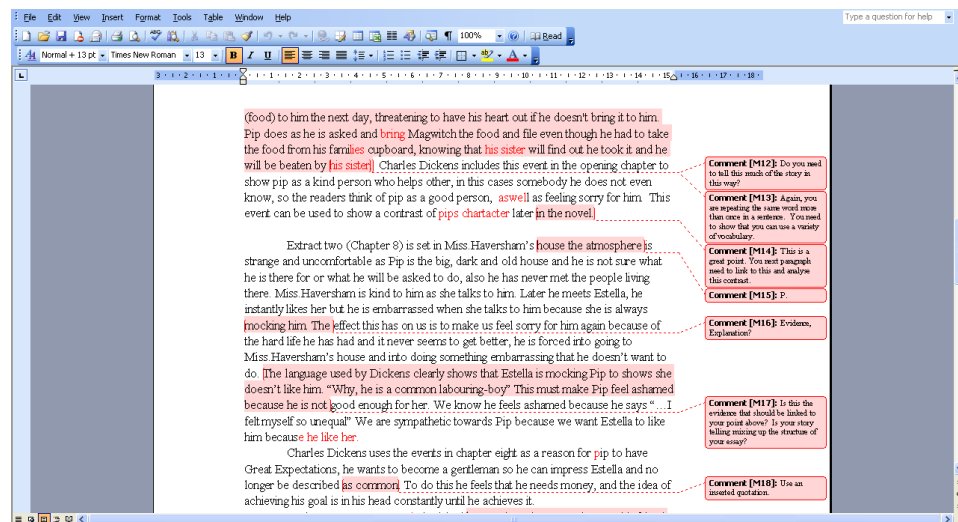
Marking an essay in Microsoft Word.

With the internet being readily available in homes, schools and libraries there is often no excuse for your students not to hand their homework or coursework in on the day of a given deadline. Even if they forgot to bring it to school, have no printer/ink/credit etc. (we've all heard the excuses) I always retort with, "Do you have the internet?" To which students are always happy to say "Of course" I mean how would us oldies even know about that?! Then I say "Do you have an email address? Do you know how to attach files?" Again, they reply with a confident "of course" It's at this point that I tell them to email it to be by 6pm that day. It's also at this point that those who haven't done it at all and have been telling me little white lies will go a pale and mutter "ok" reluctantly.

Yes, you can accept their homework or coursework by email and yes it is even possible to mark it in Word and email it back. There have been several occasions where I have taught a student who has been struggling with their coursework and they have found this method of working a real help. They email me a draft, I add comments in the way I am about to show you and then sent it right back to them. It's like having extra help for them and they really do appreciate it when their grades start to rise as a result.

Of course, it is also handy to have a digital copy of work so that if it is ever lost you always have something in your email inbox folder for emergencies.

Here's what the finished product might look like:



The comments are a part of Microsoft Words standard features. Here's how you access them. Go to View>Toolbars>reviewing. And you will find yourself with this toolbar:



To use the comments simply highlight the specific sentence you want to comment on (by holding your left mouse button over the words and dragging) and then click the comments icon; this will place a bracket around the words you want to comment upon. and then press the yellow sticky note icon. A comment bubble will appear for you to make your comment in.

piece of student's work ready to be marked



Hello I'm a piece of student's work ready to be marked in Microsoft Word. Can you please add a comment to me?

Comment [u1]: Of course I can! Here it is. I can give you specific advice on your work here.

Students like this very precise way of marking for several reasons.

1. They know exactly which bit you're talking about
2. They get feedback faster and feel like they're editing rather than rewriting (most of the time!)
3. They can delete your comments as they go, making sure that they address each point in turn.