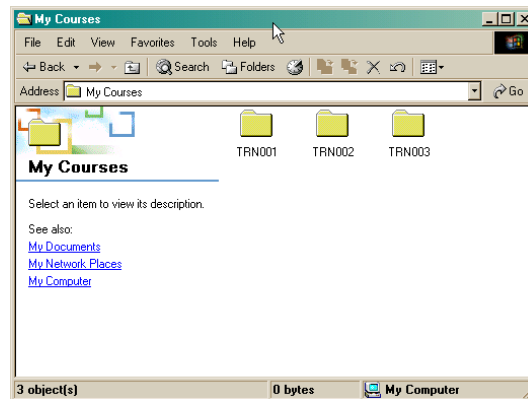


# Grading Electronically

**1. Create A Folder**—This is probably the most important step. It will keep you organized and save you time.

a. Organizing your work on your computer

- i. Pick a place to create your folder. *My Documents* is the most common place, but it could be anywhere on your hard drive or network drive.
- ii. Name the folder for the class you are teaching. If you teach multiple sections of the same course, I would recommend a folder for each section.



- iii. I would recommend sub-folders to keep your working documents for the course separate from the students' work. So you need to think about how you want to organize your material. Do you want to keep all files together by assignment? (Fig. 1) Or by student? (Fig. 2)

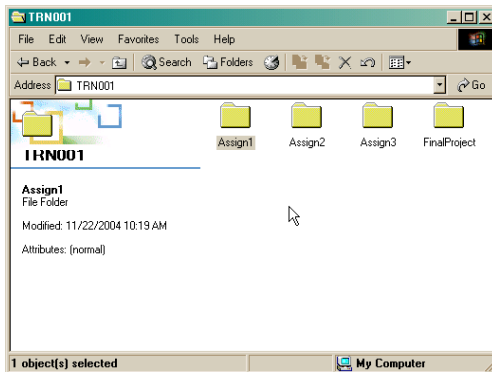


Fig. 1 Folders Arranged by Assignment

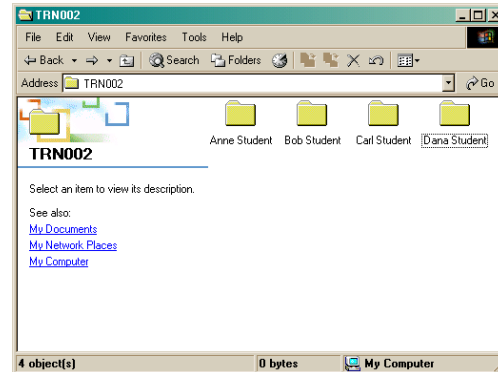
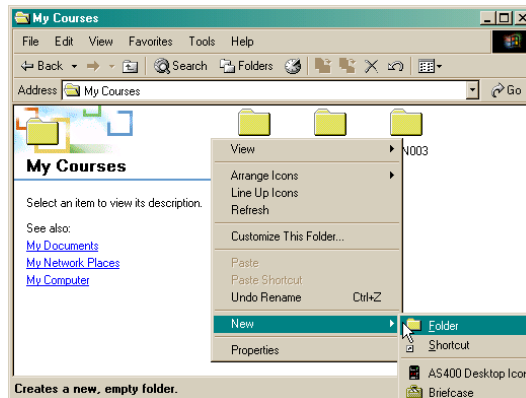


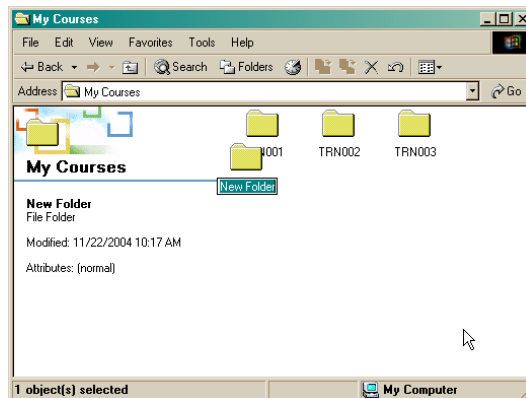
Fig. 2 Folders Arranged by Student

b. How to create a folder

- i. Go to the window in which you want to create the folder (We will use *My Documents*)
- ii. **Right click** and select **New>Folder** from the pop-up menu



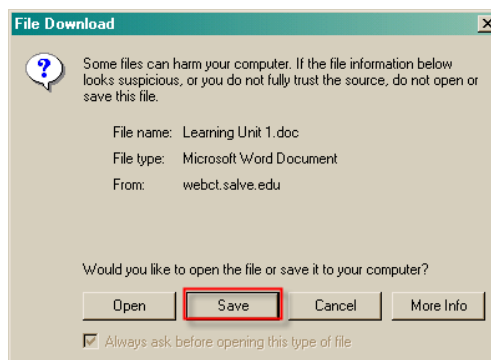
- iii. Type the name of the folder in the highlighted box and hit the **Enter** key



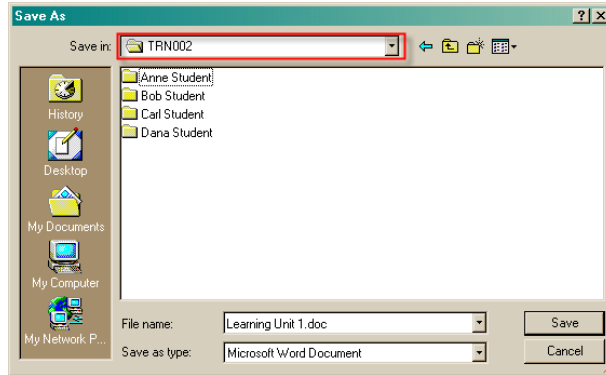
- iv. **Double click** on the folder to open it, then repeat the process to create the sub-folders

2. Download file to folder

- a. When you click the download button in WebCT you will be given the option to **Open** the file or to **Save to Disk**. I recommend saving to disk as it avoids some common errors that are made when saving a file that has been opened.



- b. **Browse** to your course folder and select the subfolder you wish to save the file to.



- c. **Check the name of the file.** Does it have the students' name in it? (Fig. 7) Their assignment? If not, create a file name that includes that information so that you can easily find the file later. (Fig. 8.)

**HINT:** You may want to develop a naming protocol and require all students to use it when submitting assignments electronically. The protocol for all GES self-paced courses is: `firstname_lastname_LU#`. LU stands for Learning Unit. The # sign is replaced with the number of the unit.

Fig. 7

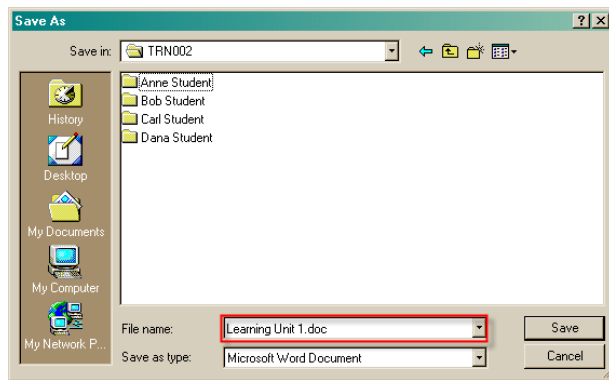
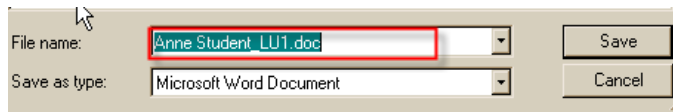


Fig. 8



- d. Click **Save**

### 3. Open file in Word™

- Go to Word™ (or WordPerfect™) and select **Open file**
- Browse** to the folder/subfolder where the file is saved.
- Select file and click **Open**
  - If the file was created in a different word-processing program than the one you are using, you may be prompted to convert the file. Click **Okay**, and the program will automatically convert and open the file.

## 4. Mark-up Options

- a. There are several options for grading a student's assignment electronically.
  - i. **Print out the file**, mark it up manually, then scan it and return to the student electronically.
    1. This requires emailing the document to yourself from one of the copy machines on campus. It automatically creates a .pdf file of the document.
    2. **OR** you must have a scanner and Adobe Acrobat™ to create a .pdf file.
  - ii. **Type a page of comments** that can be returned to the student or copied and pasted into the *Comments* box in WebCT. You would not return the student's paper to him/her.
  - iii. **Make inline comments** on their paper in Word™ using a different color font.

This will not be easy. The term "object-oriented" has been used to mean several different things. Search on "object oriented design" and look for articles that deal in overview concepts and that include discussion of both ~~of both~~ **both** methodologies (object-oriented and "structured"). Compare and ~~C~~**contrast** the two system development methodologies

- iv. **Use text boxes** in the margins, last page or front cover to type comments. You can also add arrows from the text box to the portion of the paper you are commenting on.

that there is a distinction between project management and . Most system analysts come from the technical world of They often think of solutions in terms of hardware and software project management this can be a lethal mistake. Project

**Good point!**

- v. **Use the *Track Changes* and *Insert Comment*** features in Word™ to make corrections and comments. Use only if you are sure that your student is using Word™, not WordPerfect™ or Microsoft Works™.

a. Read Chapter 2 in the System Analysis and Design text.  
b. Skip the Case Study **Annette Torrey:** pter  
c. Read the Summary **Page: 4 missing a word, unclear** sure  
**the implications the narrative [ATB].** If something is not c  
and reread the appropriate section.

## 5. Save As-graded

- After you make corrections you need to save the file. I DON'T recommend just clicking *SAVE*. Then it becomes difficult to know without opening the file whether it has been graded.
- Use **SAVE AS** (Fig. 12) and change the name slightly. I would add a code letter to show that it is the corrected version, perhaps just the letter G after the name. (Fig. 13)

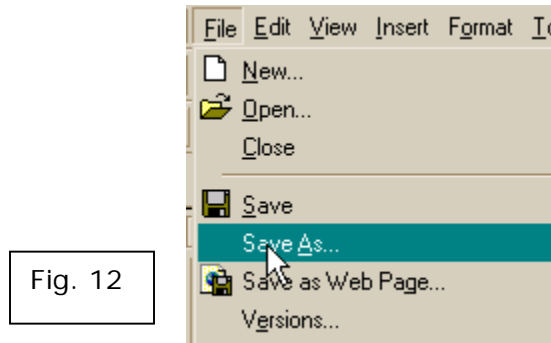


Fig. 12

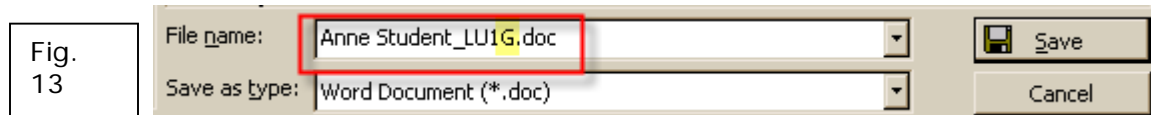


Fig. 13

- OR** you could use **SAVE AS** and save it into a separate folder for graded files.
- HINT:** Always double check the folder destination in the *Save In* box to make sure the file is going where you want it to go. Just because you opened it from a particular folder doesn't mean it will automatically save to that folder.

