Paperless Grading

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Reducing Paper Use on Campus

- Climate Savers Initiative
- Aims to reduce the amount of paper used around campus
- Increase online submission usage
- Professors still use hard copies to grade
Our Goals

- To teach you the facts of electronic submissions
- Show why professors still print off papers even if electronically submitted
- Guide you on how to use track changes on MS Word
Why This is Important

- 1 sheet of paper = 1 liter of water
- 1 ton of office paper = 17 trees
- Paper and pulp mills are the 3rd largest polluters in the United States
- 1 page printed = 5 watt-hours
Professors Do Use Electronic Submissions

Professors Who Use Electronic Submissions

Yes 80%

No 20%
Professors Still Print

Professors Who Print Off Electronically Submitted Assignments

- 67% of the professors print off some to all of their electronic submissions
- Only 18% said that they never print off submitted work
20 professors surveyed said other, 10 of those responses had something to do with having a hard copy to grade.

People must realize the benefits of electronic grading tools.

Professors Who Print Off Electronically Submitted Assignments

- **Never**: 27%
- **Sometimes**: 21%
- **Always**: 52%
It is possible to make many of the same grading changes electronically:
- Highlighting
- Crossing words out
- Arrowed comments
- In-text suggestions

The comments of an electronically graded assignments could provide clearer feedback:
- Might take a little getting use to, but overall very easy to use
Various Online Submission Options

- **Email** - Easy to do, all you need to do is give students your email address or create an email group for students.

- **CTools** - On your class CTools site, there is an assignment drop box tool that allows students to upload their assignments.

- **Online Drop Boxes** - There are online drop boxes that can be downloaded and used to upload files and assignments.
Where to Start with Track Changes

- Click the review tab on top of the Word document
- You should then see the tracking sub-tab with the tools you need
Selecting Track Changes allows for editing changes.

Comment button allows for easy to see comments.

Bubbles allow you to better display requested changes.
Highlight what you want to make a comment and press new comment

A bubble will appear that allows you to write whatever you want about highlighted text
Crossing Out

- When track changes is on, all deleted material will be crossed out.
- When a student goes through the reviewed assignment, he or she can accept or reject the changes.

Derek Ager  
The Built Environment  
2/8/10

**Understanding a Lost Connection**

Nature is a word that can be defined in many ways. The great Aldo Leopold defines it as the environment of the completely wild, untouched by humans. This is peculiar to me because humans themselves are a byproduct of nature and its ability to create. Thus, why does Leopold not include humans in his definition?

I have been somebody who has always enjoyed camping. It is the best way to
Track Changes Options

Under tracking options, you can change the color, type, and style of corrections.
Presumed Benefits

- Reduce Environmental impact
- Legible comments
- Don’t have to waste time printing
- Easy to use
- Have the original copy with corrections on file