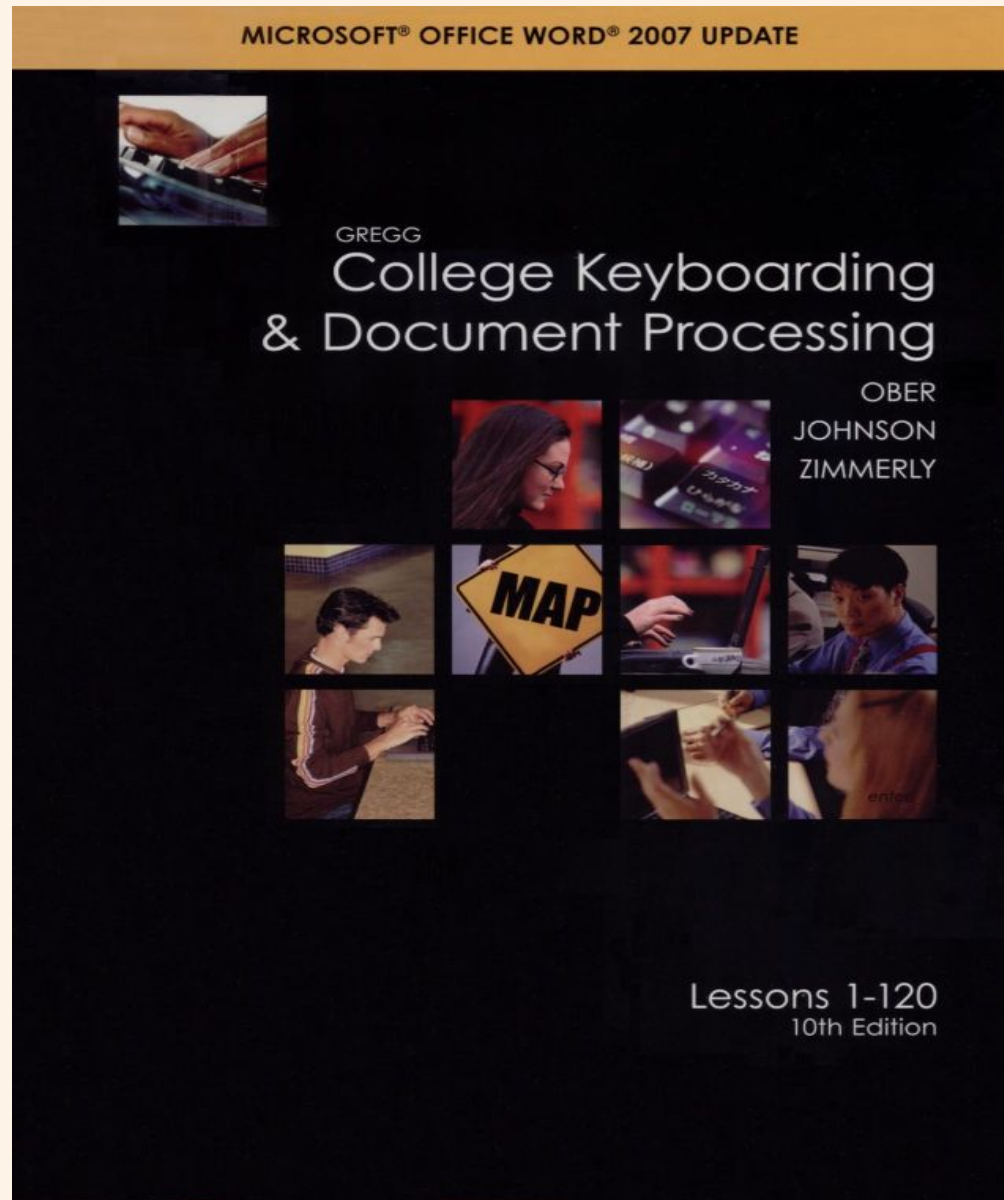


Using the Digital Edit Feature



Communicating With Your Students

Both your success and your students' success as an online participant is linked directly to your ability to communicate with your online GDP students and for them to be able to respond to you as well. As you know, communications can occur both through the GDP software as well as through direct e-mail messages.

As you “talk” to your students online, you will find that many of your messages apply not only to the student with whom you are communicating, but also to other students in the class. For example, general announcements made to the entire class can be shared with all students via the Announcements feature in GDP. And annotations made to one particular student concerning the completion of an assignment might be equally important as feedback to be shared with other students in the class. Finally, you might find that a particular error is being made by more than one student, and your response to that student should be shared with other students who make that same error.

The steps and illustrations below reveal several suggestions that can be used to effectively communicate with your GDP online students.

Using the Digital Editing Feature

One of the features built into GDP is digital editing. This feature allows you to provide detailed feedback on your students' exercises by inserting comments directly into the work they have submitted. Here's how it works:

- First, identify the exercise on which you wish to make a comment. In this example it is one of the 12-Second Speed Sprints. Double-click the exercise to take you to the Detailed Report screen.

Date	Lesson	Exercise	WPM	Errors	Total Time	Grade	Wt. Avg.
01/23/05 D	28	B. 12-Second Speed Sprints Category: NA	119	1	00:19	Text: NA Fmt: NA	NA
01/22/05 D	NA	Paced Practice Category: NA	50	1	07:20	Text: NA Fmt: NA	NA
01/22/05 DA	33	B. 12-Second Speed Sprints Category: NA Line 4, Attempt 1 Line 4, Attempt 2 Line 4, Attempt 3	131 101 127 131	3 2 1 3	11:00 00:20 00:16 00:15	Text: NA Fmt: NA	NA
01/22/05 D	30	B. MAP (Pretest) Category: NA	NA	7	00:41	Text: NA Fmt: NA	NA
01/22/05 D	NA	MAP (Left Shift) Category: NA	NA	NA	00:32	Text: NA Fmt: NA	NA
01/22/05	NA	MAP (Key)	NA	NA	00:26	Text: NA	

Creating a General Comment or Digital Edit

- In the screen at the right, the student made an error in the 12-Second Speed Sprint by typing **wil** instead of **will**. To make a notation about this error, the instructor can either make a General Comment or a digital edit within the document. A General comment is made in the top window area; a digital edit is made within the document, at the position where the error was made.

The screenshot shows a software interface with the following elements:

- Navigation:** Classes, Classes Build List of Students, Johnson, Diane Portfolio, Detailed Report
- Student Information:** Name: Diane Johnson, Class: Classes Build, Full Editing: On, Lesson: 33 B. 12-Second Speed Sprints
- Date and Settings:** Today's Date: 02/18/08, Work Date: 02/18/08, Word Wrap: Off, Grade: NA, Override button
- Results:** Results: 56 wpm / 1 error (Best Attempt)
- Instructions:** Enter a general comment in the space provided. Click on a word to insert a text-specific annotation after that word. A ? symbol will appear in the exercise text. Select an annotation from the library or enter new Annotation Text and click Save Annotation or Save and Add to Library. Click an existing ? symbol or the word before it to edit or delete its corresponding note. Click Return to go back to the Detailed Report.
- General Comments:** A large text input area.
- Annotations Library:** A search box labeled "Find:" and a list of annotations.
- Annotation Text:** A text input area for creating a new annotation, with buttons for "Save Annotation", "Save and Add to Library", and "Clear Text".
- Detailed Report Text:** You are currently annotating the following word: **None currently selected**
- Document Content:** Line: 4, Attempt: 1, Results: 56 wpm / 1 error. The text reads: "Today we want to find out if our work **wil**:be done on ti".

Creating a General Comment or Digital Edit

- ❑ To make a General Comment, you simply type in the message you want the student to see, as shown below.

General Comments

Your speed was very good, and the only error you made was in the word "will."

- ❑ To enter a digital edit, the word to be edited is clicked. This places a boxed question mark above the word. In the example below, the word **wil** is clicked. A question mark then appears above the word, as shown below.

Annotations Library Find:

Annotation Text

Save Annotation Save and Add to Library Clear Text

Detailed Report Text You are currently annotating the following word: **wil**.

Line: 4 Attempt: 1 Results: 56 wpm / 1 error

Today we want to find out if our work **wil** be done on ti

Saving an Annotation

- ❑ The instructor then either (a) types in the comment in the Annotation Text window, or (b) selects a previously used message from the Annotations Library at the left of the screen.

The screenshot shows a software interface for annotations. On the left, the 'Annotations Library' has a search bar and a list with 'Misspelling' selected. The 'Annotation Text' window on the right contains the text 'Misspelled word' and three buttons: 'Save Annotation', 'Save and Add to Library', and 'Clear Text'. Below this, the 'Detailed Report Text' section shows 'You are currently annotating the following word: wil'. A progress bar below indicates 'Line: 4', 'Attempt: 1', and 'Results: 56 wpm / 1 error'. The main text area shows 'Today we want to find out if our work wil be done on ti', with 'wil' highlighted and a small document icon above it.

- ❑ Once the annotation is typed, **Save Annotation** is clicked. Once this step has been accomplished, the symbol above the word **wil** then changes to a text/paragraph symbol, as shown below.

Today we want to find out if our work wil be done on time.
Today we want to fon

Viewing an Annotation

- Finally, when the student slides his/her mouse pointer over the text/paragraph symbol, the annotation that the instructor typed earlier is displayed.

Detailed Report Text

You are currently annotating the following word: **None currently selected**

Misspelled word.

Today we want to find out if our work **wil** be done on **time**: <>

Today we want to **fon**