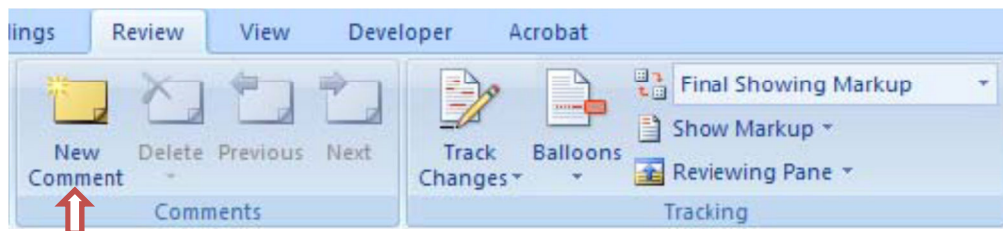


How to Use e-Comments to Respond to and Evaluate Student Essays

1. Open up a student's essay in Microsoft Word® and read the entire essay. Reread the essay a second time to enter the essay e-comments. Use the Essay e-Comments Quick Reference Guide, which has the alphanumeric entry codes and a short comment description, to guide your essay e-comment selection. The Quick Reference Guide organizes the essay e-comments into easy-to-find writing response categories.
2. Go to the **Review** tab in the **Comments** group. Left click the mouse where you want to place a comment. Click the **New Comment** image. In older Microsoft Word® versions, go to the **Insert** tab and then to **Comments**.



3. The comment balloon will appear in the right margin or in a reviewing pane at the bottom of the screen or to the left of the screen. Adjust the comment location under **Reviewing Pane** in the **Track Changes** group. The keyboard shortcut to include a new comment is **Ctrl + Alt + M**.

4. Type in the alphanumeric code for the selected essay e-comment and full comment appears in the comment balloon or where you decide is best.

To be or not to be: that is the question.

Comment [M1]: Revise: Too Many "to-be" Verbs Consider limiting use of *is, am, are, was, were, be, being, been* to one per paragraph. To replace "to be verbs" 1. Substitute a more active verb 2. Begin the sentence with another word from the sentence 3. Change one of the words in the sentence into a verb form.

5. For repeated errors, simply highlight the **text**. The yellow marker is found under the "Home" tab. Of course, not every error need be marked. Consider using a balance of content and process essay e-comments, depending upon the instructional focus and the needs of each writer.

6. You can also personalize comments by adding to the comment balloons. You can even add audio comments to summarize overall strengths and weaknesses.

To add an audio file (Sound Recorder) into Microsoft Word®, open **Start**; open **All Programs**; open **Accessories**; then open **Sound Recorder**. Click the button to start and stop recording. The **Save** menu will pop open and you can create a folder to save all of your audio files. Once saved, open up the folder and right click to copy the WMA file. Place your cursor where you want the file to appear in the student's essay and paste **Ctrl + V**. The Sound Recorder file stays minimized as you open up other Microsoft Word® files, so you don't have to go through the process each time. For better sound quality, I suggest using a microphone.