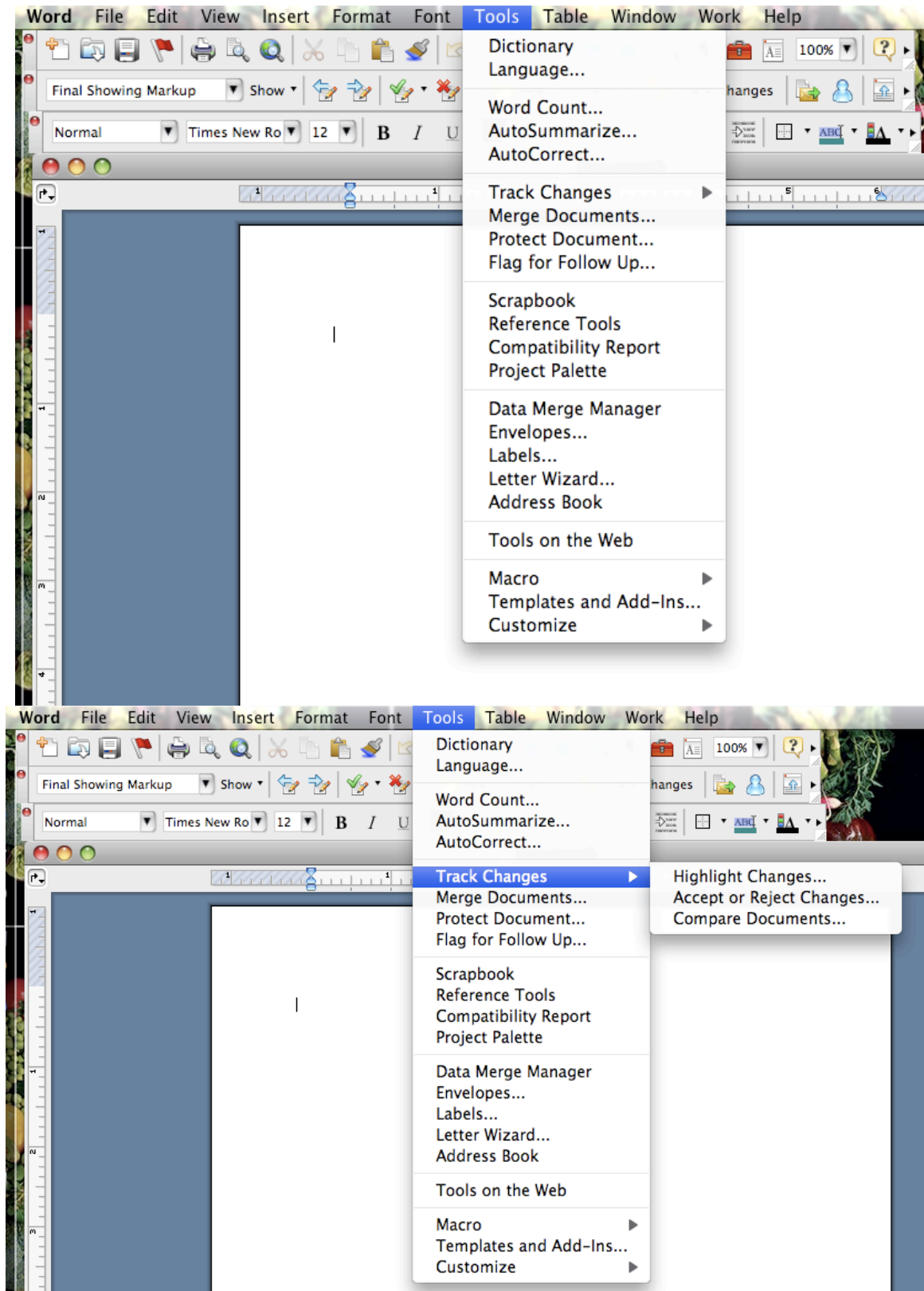
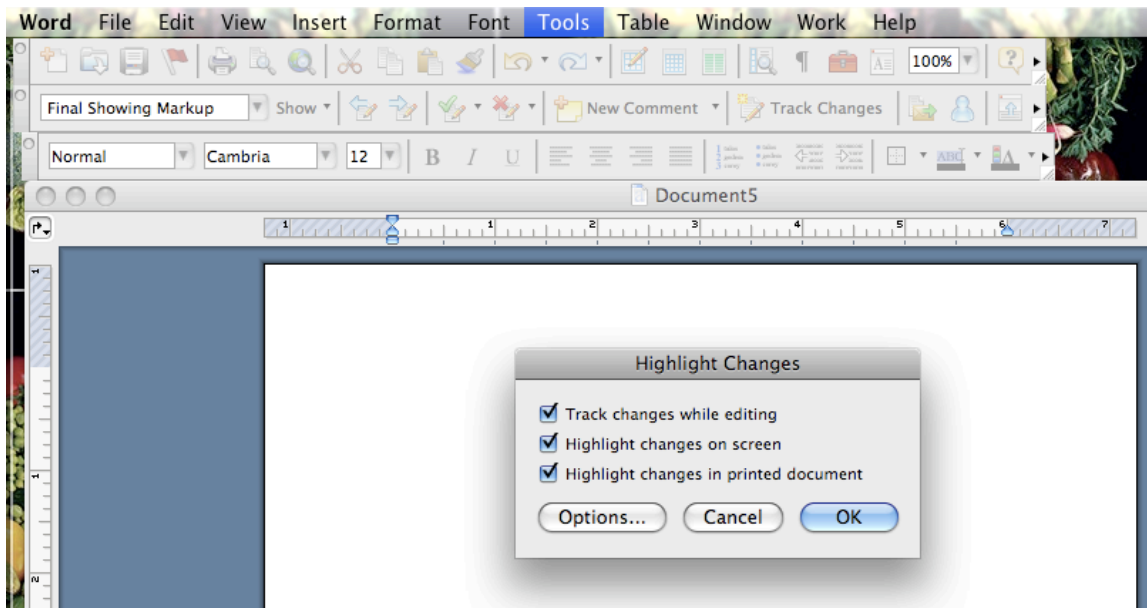
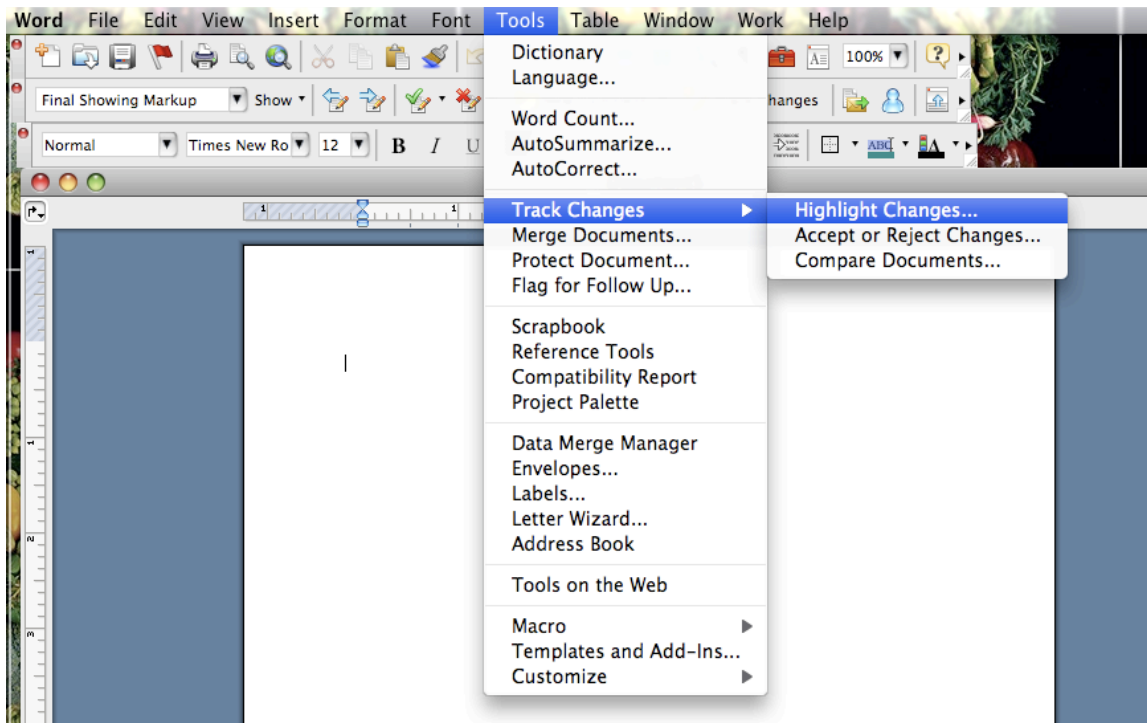


INSTRUCTIONS FOR ONLINE GRADING...

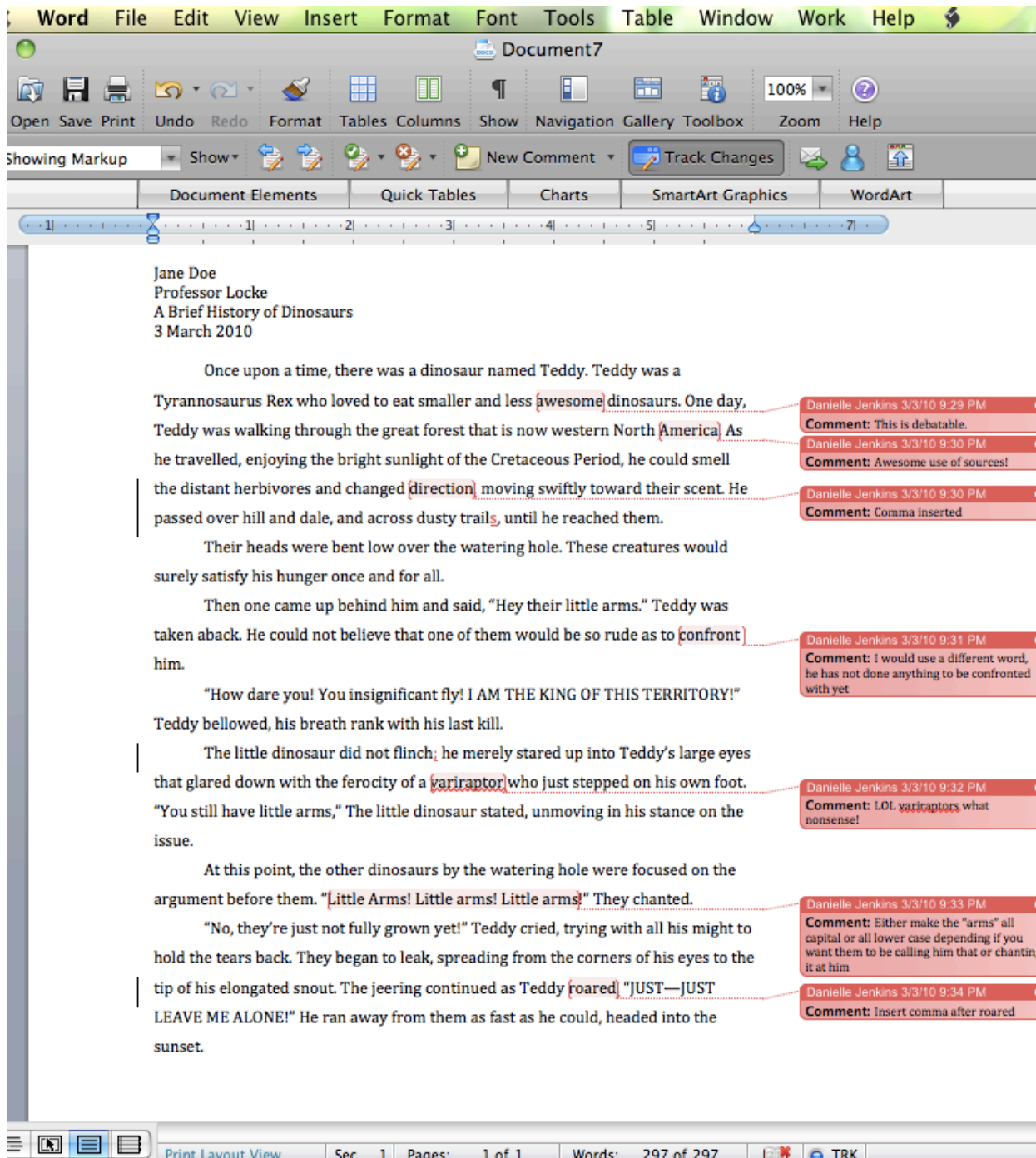
1. Ask students to e-mail assignments or submit them to Blackboard.
2. Click on the link in the e-mail or link on submission page of Blackboard.
3. Wait for document to download.
4. After the document has downloaded go to the Word Toolbar at the top of the page and click on Tools>Track Changes>Highlight Changes. An option box will appear.





5. Check "Track changes while editing."
This tool will mark changes you make in the document and allow you to comment on them.

6. To create a comment about a change, Click on “New Comment” on the Word Toolbar.



7. When finished grading save the document. File>Save As

8. Email the document or upload to Blackboard to return it to the student.