

1. HOW TO POST from Entering the Subject to Entering the Feedback (CAUTION: Grade Issue)

This heading and the prior one are covered in the rubric to show you about points. The prior heading covers WHAT TO POST. **TIP:** Keep these directions **open** when you do the tasks. **CAUTION:** All of these actions are part of the grade.

<p>Subject Line of Your Post- This is part of the grade.</p>	<ol style="list-style-type: none"> Click on the paper posted by a student. (Choose 1 that has not been reviewed or a least has only 1 review.) CAUTION: Click Quote to create a reply that has the student’s project in the message area. TIP: On the left you see a Reply button (ignore it) and, then to the right of it, a Quote button. Click the Quote button. CAUTION: Change the Subject Line to this: <i>Your Name – My Feedback to Help Your Content and Evidence</i> <p>Example: if your name is Ana Joy, your Subject Line is Ana Joy– My Feedback to Help Your Content and Evidence</p> <p>TIP: the purpose of that subject line is help you focus on what matters for your grade and to remember to be kind. CAUTION: Your feedback is:</p> <ul style="list-style-type: none"> about plagiarism-checking and fact-checking content and evidence not about grammar or punctuation or your view of good writing
<p>How to show the student clearly</p>	<ol style="list-style-type: none"> In the student’s paper, insert your feedback at the spot where you want to give feedback by: <ul style="list-style-type: none"> Making a blank line by pressing Enter two times and move down to that 2nd line. Typing an opening square bracket [and then your feedback and then a closing square bracket] < with the bracket enlarged so you can recognize it Make another blank line by pressing Enter two times. TIP: This to make sure the correction is separate.
<p>Example of How the Spacing Looks</p>	<p>If your colleague in the class cited page 30 for a statement, but you found that fact on 29, you could write just below the citation for page 30</p> <p>[Page should be 29.]</p> <p>Notice your spacing under your comment in []. Your colleague’s next words from the paper are here.</p>

Examples of Errors That Students Frequently Need to Point Out

<p>If the Subject is Incorrect</p>	<p>If your colleague in the class did not do the required change to the Subject line, you could write at the top of the message box</p> <p>[Your Subject is incorrect.]</p>
<p>If a page number is incorrect</p>	<p>If your colleague in the class cited page 611 for a statement, but you found that fact on 311, you could write just below the citation for page.</p> <p>[Page should be 311.]</p>
<p>If words are “Half-Copy” Plagiarism</p> <p>CAUTION: This is the only 1</p>	<p>If your colleague in the class used many words from a source without correctly using “ “, you may do this:</p> <ol style="list-style-type: none"> Press Enter two times. Copy at that spot the sentence that is heavily “half-copy” plagiarized. Looking carefully at the source and the copied sentence that your colleague wrote, highlight the words that are exactly like the source. (See the example below.) Below the copied sentence, write [light orange indicates “half-copy” plagiarized]

that uses a color.	<p>Before 1660 a man named Anthony Johnson arrived in Virginia. He came from Africa in 1621 and went to work at a Tobacco Plantation. Records state that it wasn't clear if he was a slave or indentured</p> <p>Before 1660 a man named Anthony Johnson arrived in Virginia. He came from Africa in 1621 and went to work at a Tobacco Plantation. Records state that it wasn't clear if he was a slave or indentured [light orange indicates "half-copy" plagiarized]</p> <p>Notice your spacing under your comment in []. Your colleague's next words from the paper are here.</p>
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WCJC Department: History – Dr. Bibus

Contact Information: 281.239.1577 or bibusc@wcjc.edu

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