**Track Changes**

**By: Sandi Van Lieu**

Following are some tools I use for helping my students use track changes. Feel free to use the information as you wish.

**Peer Editing Rules for Students:**

Your rough draft should be formatted properly. You should have self-checked a number of times for grammar and punctuation errors. You also should have read your paper out loud to make sure your voice is good, your transitions make sense, and there are no fragments or run-ons.

Go to “Tools” then to “Groups,” find your name, and then click on the group you are in. Post your rough draft as an attachment to the group discussion board. You must peer edit one other person’s paper.

To be fair to all group members, it is critical that you post your rough draft on time so that everyone has enough time to do his/her peer edit. If you post your paper late, I will deduct 10% for each day that it is late. If you don’t do the peer edit, you will not receive credit.

**How to Complete a Peer Edit**

Peer editing is a time to help one another improve your paper before submitting it to the instructor. I like to think of this time as “constructive feedback.” You want to point out the other person’s strengths and then point out the things to work on. You should highlight mistakes in the paper or use the Track Changes feature (in Word, go to “Tools” then to “Track Changes”). Do not merely say “good job” or give the paper back with only a couple of comments. You really need to edit the paper in order to receive full credit. You will also need to use the checklist at the bottom of this paper. Copy and paste the checklist at the bottom of the paper you are peer editing.

While reading the paper, please look for the following:

* Good organization
* Content that makes sense and that moves the reader
* A catchy introduction
* A good thesis
* Supporting evidence
* The correct amount of sources used
* Quoting, paraphrasing, and summarizing, but not too much as to overwhelm the paper
* Grammar and punctuation
* Smooth transitions
* That all directions I set forth in the assignment were followed
* A moving conclusion
* Correct format and APA format, ESPECIALLY when it comes to in-text citations and the works cited

When you have completed your peer edit, go to the group discussion board and post it as an attachment.

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| **Questions** | **Answers** |
| 1. What does the writer do well in this essay? |  |
| 2. What does the writer need to work on in this essay? |   |
| 3. Does the introduction grab your attention? Does it lead smoothly to a thesis? If not, what could the writer do to improve it?  |   |
| 4. Does each paragraph develop one main idea? Describe the main idea of each paragraph (five words or less for each). Does each of the topic sentences tie back to the thesis?  |   |
| 5. Does the writer offer evidence for the points he or she makes in each paragraph? If so, is the evidence convincing? |   |
| 6. Does the writer use transitions between paragraphs and ideas?  |   |
| 7. Does the conclusion briefly summarize in a fresh way the writer's main argument and then end on a memorable note (such as a quotation, thought, image, or call to action)? What is that memorable impression that the conclusion leaves? |  |
| 8. Is the essay formatted correctly (margins, font, spacing, etc.)? If not, what needs to be corrected? |   |
| 9. Are there grammar and spelling errors in the essay? |   |
| 10. If you were writing this essay, what would you do differently? Why? |   |

**Feedback to Students:**

Good work here! Your paper is attached back with my comments and suggestions using Track Changes. If you need help using Track Changes, please see the Microsoft website: <http://office.microsoft.com/en-us/word-help/track-changes-while-you-edit-HA001218690.aspx>, or you can view this YouTube tutorial for Word 2007: <http://www.youtube.com/watch?v=rdlYEir1nJo>; Word 2010: <http://www.youtube.com/watch?v=AUf-IxzXyVk>; or ask me for further assistance.

Please note that if I see an error I generally only mark it once or twice, and therefore you’ll need to go through your entire paper and make sure to correct errors throughout. It’s important that you make the changes before submitting your final draft.

Thank you for your hard work!