

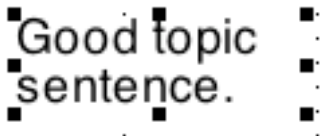
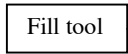

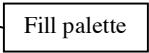
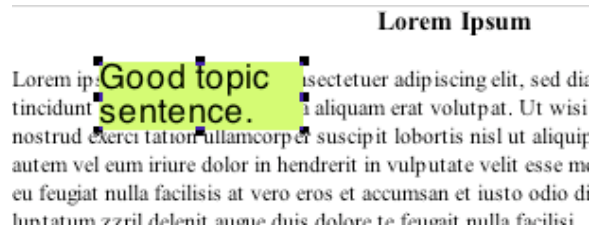


## Giving Feedback Electronically

With one-to-one computing, students are doing more writing in the classroom and are more likely to revise and edit their writing. This means more drafts which often means more printing. Many teachers are working out procedures for file sharing so they can turn their classrooms into paperless writing environments. Below is one method for annotating a piece of writing that a student has sent to you either by email, by placing a copy in a drop box on a file server, or by copying it to a pen drive. **Note:** When I use the term “stickie” in these directions, I’m referring to floating text boxes made in AppleWorks Drawing, not the Stickers program that comes on the iBooks.

1. Open a new AppleWorks Drawing document.
2. Use the text tool to create a text box. Click on the text tool in the tool bar and drag your mouse diagonally on the page to create a box. 
3. Type a comment in the box that you might use often with students, e.g. “Good topic sentence.”
4. Go back to the tool bar and click on the arrow tool. 
5. Click once on the text you just typed. You should now see handles around the box.
6. While the box is selected (has handles) you can go to the Format menu and choose a different size, font, etc. 
7. While the box is still selected, click on the fill tool and then click on the fill palette to choose a background color for your text box so it will look like a stickie.   
8. Duplicate (or copy and paste) the text box several times on the same Drawing document. You now have several electronic “stickies.” Click into each one to change the text to other phrases you often use when giving students feedback. **Note:** By duplicating an existing text box, you preserve the format without having to reselect the font, size and color each time you create a new stickie. To make personal notes for individual students, just duplicate one you already have and change the text.
9. Open the student’s Word Processing document. Position the window so you can see some of your Drawing document behind it.
10. **Very important!** With the student’s work on top (the active window) click on the arrow tool in your toolbox. This will allow you to float your stickies on top of the student’s work rather than insert them in line with the text.
11. Now click on your drawing document to bring it to the front. Position the window so you can see part of the student’s work behind it.
12. Select an appropriate stickie, drag it from your drawing document, and drop it anywhere on the student’s



- writing piece.
13. Click on the student piece to bring it to the front and drag the stickie to the appropriate place on the text.
  14. Continue to drag and drop stickies, making new ones as necessary.
  15. Save the student's writing piece with the floating stickies and send it back to the student.
  16. When the student opens the document, she/he can read the feedback, click on the box to select it and then delete it.

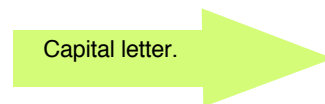
### **Saving your stickies** (Thanks to Dan Gagner of Massabesic Jr. High)

1. To save your stickies for future use, go to the **File** menu and choose **Show Clippings**.
2. Click on the arrow tab (farthest to the right) until you see a tab with a **+** on it.
3. Click on the **+** tab.
4. In the window that appears, type a name for your collection of stickies and click on **Add**.
5. You now should see an empty clippings window.
6. Drag and drop the stickies you made to the blank window.
7. You can give each stickie a name (so you can find it more easily) by clicking once on it and typing a name in the name box. Be sure to press return after you type the name.
8. When you want to annotate text with your stickies, just bring up your clippings window and drag and drop the stickies just as you would drag and drop clip art into a document.
9. When you drag a drop a stickie, you can click into it to edit it.



### **Variations** (Thanks to Lisa Hogan of Mt. Ararat Middle School for these ideas.)

1. Give the Drawing document with the stickies to your students and ask them to place the comments on their work where they think you would place them (self-assessment).
2. Make arrows instead of rectangular notes. You can easily make an arrow by making a rectangle and a triangle and grouping them (Shift-click to select both shapes. Then choose **Group** from the **Arrange** menu.) Add a text box on top and group that with the arrow. This works well to point out exact spots where punctuation or capitalization is needed. You may need to rotate the arrow once it's on the student's work. (Select the arrow and choose **Free Rotate** from the **Arrange** menu)



3. Have students create criteria for quality work. Make a Drawing document with several arrows and give it to the students. Teach students how to add text to the arrow and group it. They can then use the arrows to point out examples of high quality work in their writing and add text boxes to explain how the example meets their criteria.
4. Use clip art to illustrate your comments or as electronic stickers.