



# Blackboard Quick Reference Guide

## Using Word to Review/Mark Papers


Microsoft Word has a feature, called Track Changes, which can be used to grade text-based assignments. You can insert comments within the text and indicate grammatical and spelling errors.

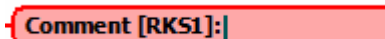
### Enabling Track Changes

**Step 1:** With the file open in Word, double-click the grayed-out **TRK** button in the status bar (bottom of the Word window). The letters “TRK” appear in black and a Reviewing toolbar appears:



### Inserting a Comment

**Step 1:** Place the cursor in the desired location (or highlight text), then click . Text is highlighted and the comment box appears in the right margin with a blinking cursor, as in the following example:

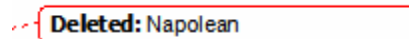


**Step 2:** Enter your comment, then click elsewhere in the document to continue grading.


### Replacing Text

**Step 1:** Highlight the text to be changed.

**Step 2:** Type the new text. So long as the **TRK** button is in black in the status bar, the new text is inserted (in red and underlined) and the replaced text appears in the right margin, as in the following example:



### Highlighting Text

**Step 1:** Click the  button in the Reviewing toolbar, then drag through the text to apply the yellow highlighting.

### Disabling Track Changes

**Step 1:** Double-click the **TRK** button in the status bar.

**Step 2:** To remove the Reviewing toolbar, right-click on any toolbar and select **Reviewing**.