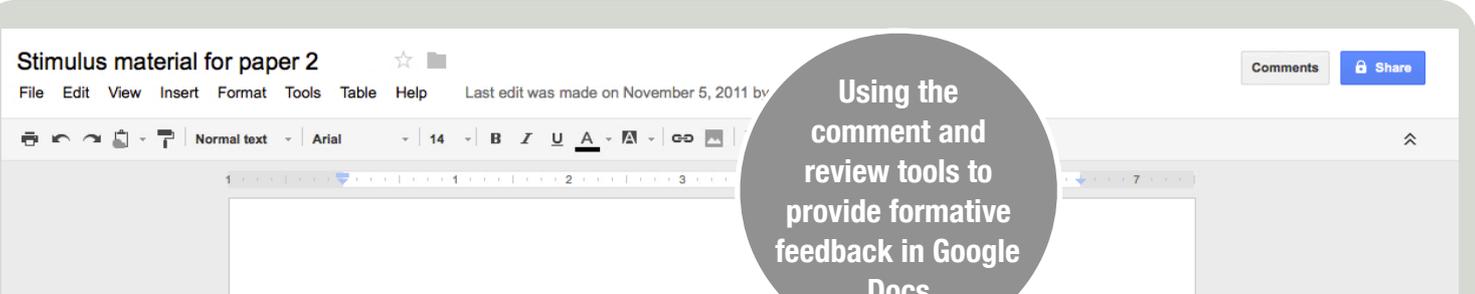


STARTER SHEET:

REVIEWING IN GOOGLE DOCUMENTS



FORMATIVE ASSESSMENT

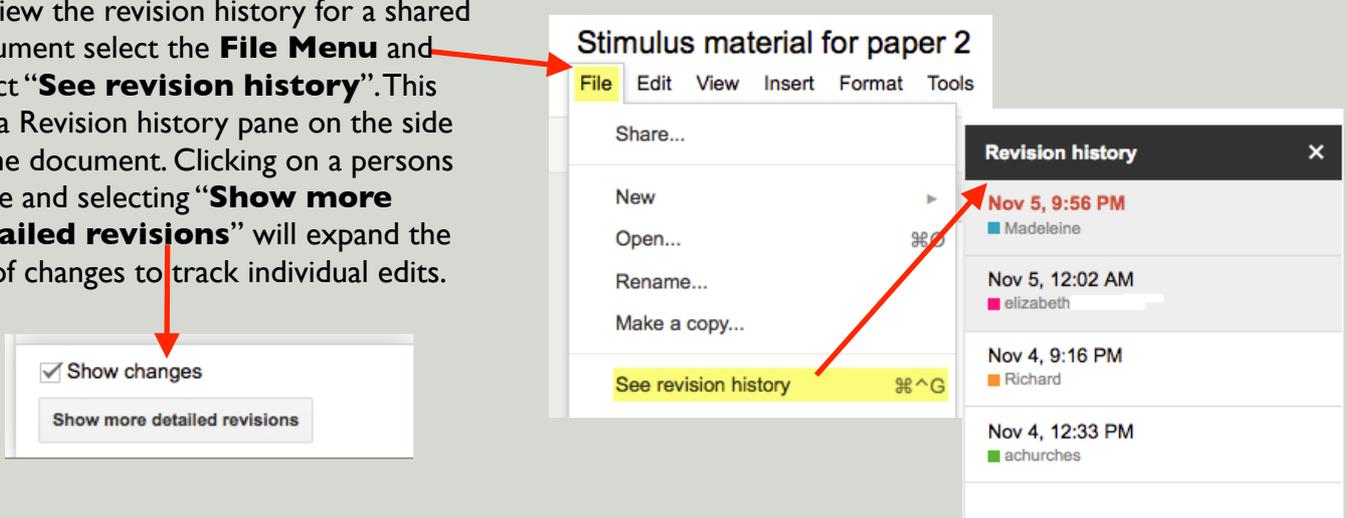
Assessment that is interpreted and used to give directions or make decisions about next steps in learning process. This assessment is looking forward, it supports future learning and reinforces current learning.

Google Documents is a powerful addition to the learners and teachers toolkits. In addition to its accessibility as a cloud based service, its allows the users to work both synchronously and asynchronously on a shared document, whether it is a presentation, a word processed document or a spreadsheet. Files developed in Google documents can be exported in a number of formats including PDF.

The tools that lend themselves to providing formative feedback are the revision history and comments. Edits by the different users who share the document are marked in different colours. These changes or edits are trackable in the revision history. Changes can be tracked in general or in detail with the changes being reversible.

Rights to edit the documents are set when people are invited to share a document. Any changes made to the document are recorded and can be seen in the revision history.

To view the revision history for a shared document select the **File Menu** and select "**See revision history**". This will a Revision history pane on the side of the document. Clicking on a persons name and selecting "**Show more detailed revisions**" will expand the list of changes to track individual edits.



Comments allow the teacher to provide feedback without changing the document.

The doctors decided to ask Dalcross Partners (an I... relational database to try to improve the information that is avail... if would enter the patients information and the doctors would be... rind suggested diagnoses, similar cases of treatment of patients with... oblems and whether there were sufficient funds to treat the patients. (Criterion B - more guidance required here) I think this is an improvement as it gives a clearer de... scription of the technology

Dalcross Partners have suggested that the records are ho... so that the database could be expanded to the other medic

Research 'description' ^⌘R
 Comment ⌘⌘M

Comments are a useful way of providing feedback to the student. Inserted either by right clicking on the document and selecting “**Comment**” from the drop down menu or by selecting the “**Insert**” menu and choosing “**Comment**”. Comments are linked to the person who wrote them and are anchored to the location within the body of the document.

he technology

using cloud computing)

the city.

Andrew Churches

The comments are linked to the person and are anchored to the location within the page.

Comment Cancel

Insert Format Tools Table Help

Image...

Link... ⌘⌘K

Equation...

Drawing...

Comment ⌘⌘M

Footnote ⌘⌘F

Comments can be added from the insert menu (See above).

Once the comment is posted, a useful feature is the “**Reply to this comment..**” This allows the partners in learning to instigate a conversation about the suggestion or critique.

Andrew Church Resolve

12:31 PM Today

The comments are linked to the person and are anchored to the location within the page.

Edit Delete

Reply to this comment..

Notification settings allows the contributors to be informed of changes and comments made to the document they are sharing. (See below).

Notification settings

Don't send me any email notifications (not recommended)

Enable email notifications

Notify me of all new comments and replies

Notify me of replies to my comments

Notify me of replies to threads that I have commented on

Notify me when I am +mentioned in a comment

OK Cancel

Clicking the “**Resolve**” button will close the comment, effectively hiding it and closing the conversation. Conversations are still viewable by clicking the “**Comments**” button which opens a new drop down displaying all the comments in the different threads.

Comments Share

Andrew Churches Notification settings

Add a comment

Andrew Churches 12:31 PM Today

Selected text: technology

The comments are linked to the person and are anchored to the location within the page.

Comment Resolve

Andrew Churches Marked as resolved 12:31 PM Today

Andrew Churches Re-opened 12:31 PM Today

Feedback is always task focused. Enables the learner to develop and improve. Honest & supportive and appropriate to the maturity of the learner

By Andrew Churches

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