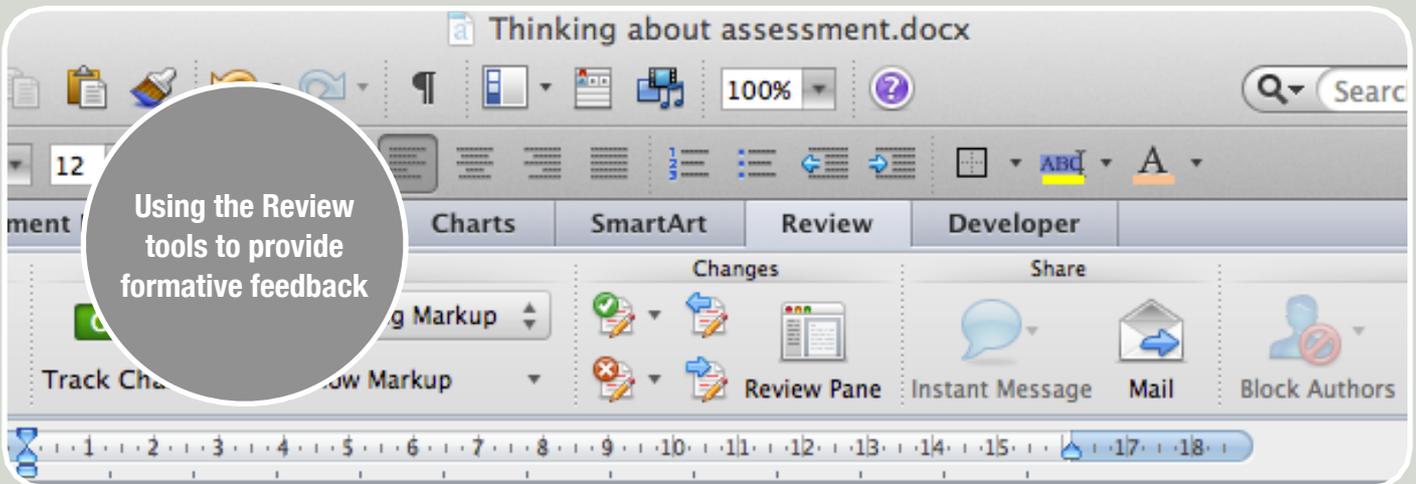


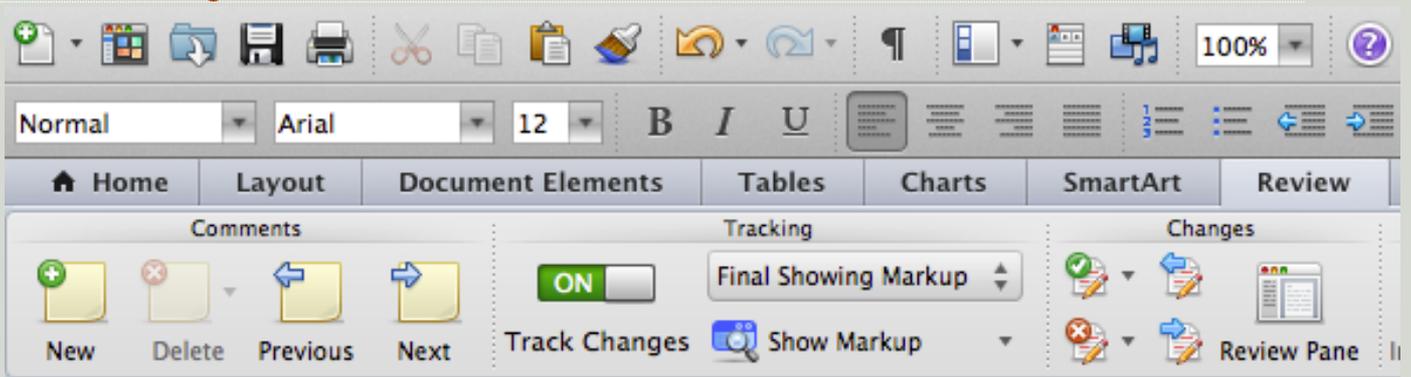
# STARTER SHEET:

## REVIEW TOOL IN WORD



## FORMATIVE ASSESSMENT

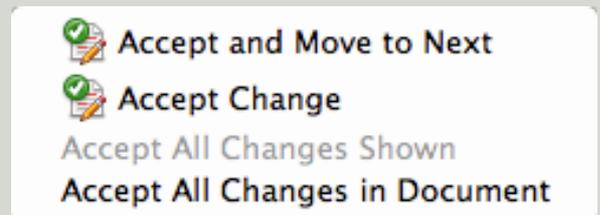
Assessment that is interpreted and used to give directions or make decisions about next steps in learning process. This assessment is looking forward, it supports future learning and reinforces current learning.



To start tracking changes, select the **Review Ribbon** and switch on **Track Changes**. This records all corrections to the document with a comment and coloured text.

The review tool in Microsoft Word allows the reviewer to make changes to a document and add comments that are easy to see, identified as coming from the reviewer.

The changes are reversible by the owner of the document rejecting the change. The owner of the document being reviewed can accept or reject some or all of the corrections and comments from the reviewer or reviewers.



Clicking on the accept changes drop down within the Review ribbon allows the documents owner to quickly move through the changes or accept all changes.

These three types of assessment match well with the teaching process we see most often in our classes and schools.

Teaching process
Knowledge Acquisition
Knowledge Deepening
Knowledge <b>creation</b>

This model matches with the model presented by Silver and Strong and Associates

Andrew Chur..., 20/10/12 4:17 PM ✕  
**Comment [2]:** This is an inserted comment. This is a powerful way to provide feedback and explain changes that have been made  
 Andrew Chur..., 20/10/12 4:17 PM ✔ ✕  
**Deleted:** Creation

Once Track Changes is switched on, all changes and corrections made to the document are easily viewable.

A powerful feature is the ability to **add Comments**. These provide the opportunity to give the students the feedback about why changes have been made. Feedback should be *honest and supporting, detailed and enabling*. The comments feature allows the reviewer to explain why the changes or corrections have been made or to suggest different approaches that maybe better suited to the task.

Track Changes

Back/Forward Show All

Markup

Insertions: Underline Color: By Author ✕ new text

Deletions: Strikethrough Color: By Author ✕ Old text

Changed lines: Outside Border Color: Auto ✕ Table

Formatting: (None) Color: By Author ✕ Formatted text

Comments: By Author ✕

Select Show Mark Up & Preferences

How comments and corrections appear can be modified by selecting "Show Markup" on the ribbon and then selecting "preferences" from the drop down menu. The range of changes tracked includes not only insertions, deletions and formatting but also tracking moves and alterations to tables.

Summary

Total: 3 Insertions: 0 Deletions: 2 Moves: 0 Formatting: 0 Comments: 1

Main document changes and comments

Comment [1] Andrew Churches

Deleted Andrew Churches  
learning process and

Deleted Andrew Churches  
educational performance

Header and footer changes  
(None)

Selecting the "Review Pane" on the Review window will show all the changes, their author and the type of changes. Double clicking on these will move within the document to the selected change.

Andrew Chur..., 20/10/12 4:17 PM ✕  
**Comment [2]:** This is an inserted comment. This is a powerful way to provide feedback and explain changes that have been made  
 Andrew Chur..., 20/10/12 4:17 PM ✔ ✕  
**Deleted:** Creation

Comments can be removed by clicking the X on the comment box. Changes can be rejected or accepted by clicking the X or tick.

Cut ⌘X  
 Copy ⌘C  
 Paste ⌘V

Accept Change  
 Reject Change

Track Changes ⌘E

Right clicking directly on the correction in the document will allow the user to accept or reject the change.

Changes

Accept Reject Previous Next Review Pane

Click the "Review Pane" Button to hide and unhide the review pane. This summarizes all the changes to the document.

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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