ShortKeys: The key to efficient grading online

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You teach what?

How many of you teach online classes?

How many of you use learning management systems like Blackboard, Canvas to deliver course material and assess in regular face to face classes?

How many of you have list of comments that you insert into uploaded assignments for feedback?
ShortKeys

• Instead of typing the same comment/feedback for the thousandth time, you can type a simple couple letters

• You can generalize feedback then customize it if you like

• Huge Timesaver!!!!!
Program


• Developed to help eliminate repetitive typing especially for medical transcription and computer coding

• Eliminate typos and the time it takes to fix them
How does it work?

• Once installed, it simply runs in the background of your computer
  – No open screens!!

• To bring it forward, you push Ctrl and the up arrow or adding it your system tray or taskbar.
What is a shortkey and how is it made?

• Your shortkey can be as little as 2 characters
  – Example: 1p for my shortkey is – 1 pt.

• You just need shortcut prefix of 2 characters to let the program be active
  – I use == but you can use any combo of characters

• It replaces a text string of up to 32 characters
What is 1great or other shortkeys?
Shortkey at use “==1great”

Submitted: Jun 3 at 3:15pm
Submitted Files: (click to load)

- ANS 315 Opinion Paper 4.docx

Assessment

Grade 50 out of 50

View Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Assessment</th>
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</thead>
<tbody>
<tr>
<td>Content- Applies info discussed in papers and h...</td>
<td>Above Average understanding: Applied and detailed use of info 30/ 30.0 pts</td>
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<td>Grammar/Spelling</td>
<td>Less than 5 errors in paper 10/ 10.0 pts</td>
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<td>Proper and easy to understand 10/ 10.0 pts</td>
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Total Points: 50 out of 50.0

Assignment Comments

Add a Comment

==1great

Attach Submit Comment
**Assessment**

**Grade**: 50 out of 50

### Opinion Paper (1)

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### Assignment Comments

**Add a Comment**

Great thought and use of references for the paper.

**Attach** [Attach] [Files] [Audio] [Recording] [Submit Comment]
Helps in making quizzes/exams
No more long typing!!!

Who is the instructor of this course?

Possible Answer: Matt Kennedy
Possible Answer: Tom Brady
Possible Answer: All of the above
Correct Answer: None of the above
Customizing feedback
I can simply add to comment

# 4
actions Lab
table
3 by 5pm PT.

yes. You must show all work. Round all

9% CP, DM basis. The feeds to be used are an meal (40% CP, AF basis) (91%DM), iis) is fixed at 80% of the diet. Use either w your work.

9.77

26.95 50.16%

26.78 49.84%

53.73

Matt Kennedy: Check your math, I get 7.22
Affects rest of problem
- 8 pts
Other uses??

Creating regular documents such as assignments for courses in Word, Excel, and PowerPoint

Email

Committee meetings where feedback is needed on material
Any questions?

My daughter’s new “pony” according to my father-in-law at his retirement park