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- ✓ Teachers go to the Dropbox screen to see what the student turned in.
- ✓ Click the doc to open it.
- ✓ Select any text to highlight it, then pick from the palette of comment shortcuts or type a new comment.

(Comments work only for Juno Docs, not files like Word.)

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- ✓ Teachers, after you add comments, tell your students to look on their "File Locker" screen to see your feedback.
- ✓ Students will see a purple dot next to their doc to indicate there are new comments.

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- ✓ The Setup Comments screen is where you can customize your palette of comments, such as "awk", "sp", "support needed", "good", etc.
- ✓ There are 16 slots on the palette, but you can add more palettes, so the number is unlimited.

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Tips and Shortcuts

- ✓ Click a word to select the whole word.
- ✓ Double-click text to write a comment.
- ✓ Press Return to close the comment box.
- ✓ Press Shift-Return to type a line break.
- ✓ You can overlap highlights by selecting a whole sentence to add the first comment, within the sentence click twice (*slowly, not a double-click*) to add another comment, such as pointing out a spelling error.