

Building an Efficient, Inclusive Copyediting Process to Improve Course Quality

Your Presenters

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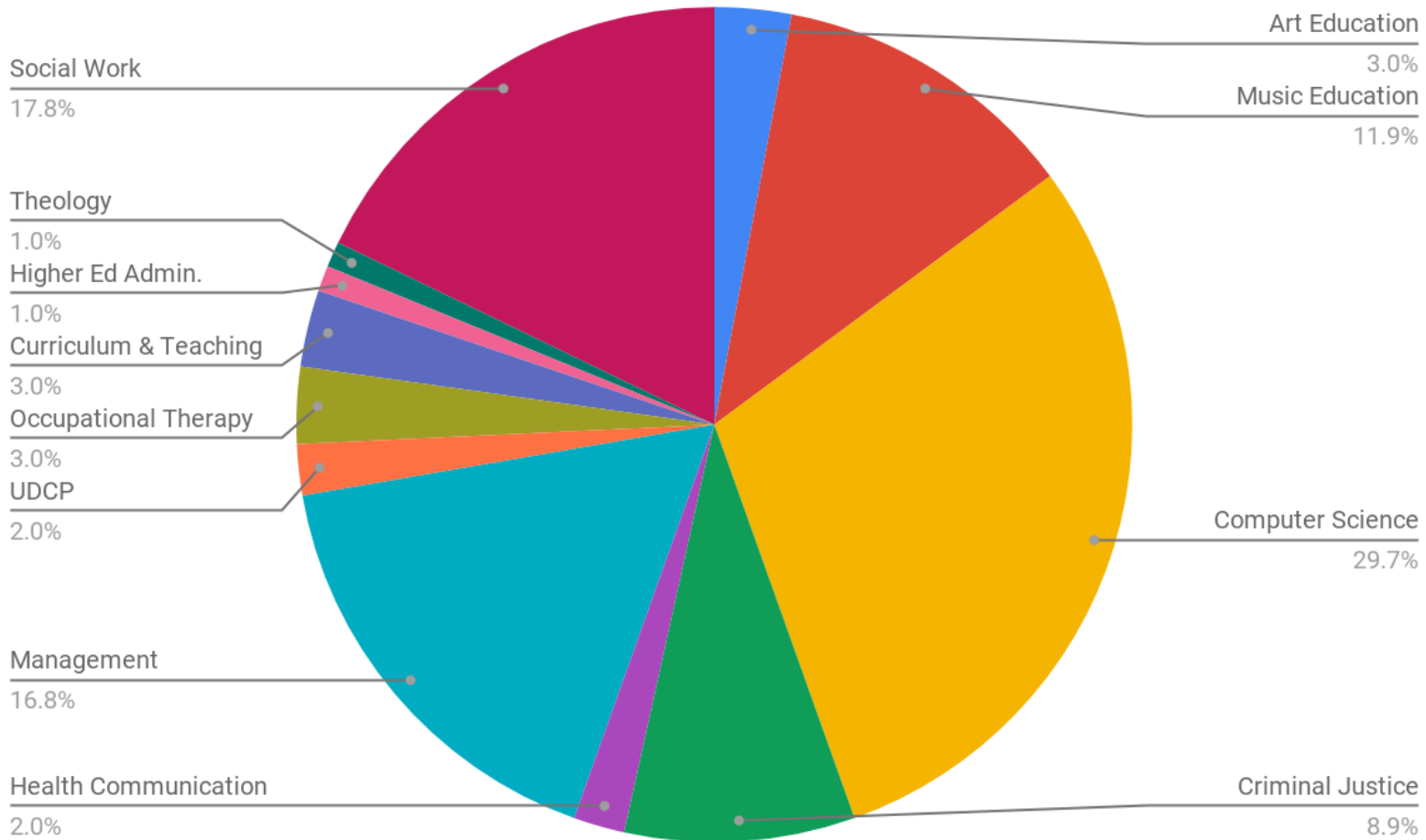
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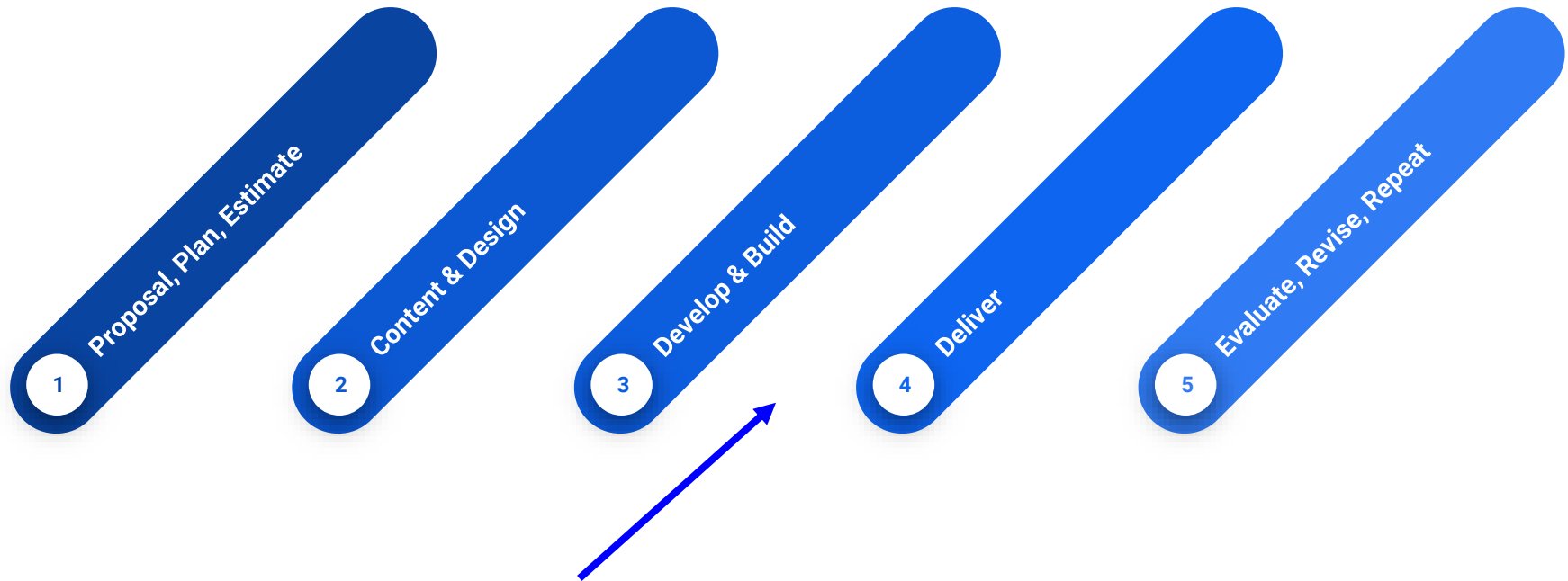


Agenda

- ❑ About the Office of Distance Education (ODE)
- ❑ Copyediting: What it is & Why it's important
- ❑ Our process
- ❑ Ongoing Challenges & Key Takeaways
- ❑ Q&A



Course Design Process



What Is Copyediting?

Copyediting addresses:	Copyediting does not address:

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What Is Copyediting?

Copyediting addresses:	Copyediting does not address:
Language	Course content
Consistency	Course design
Clarity	Instructor's voice & writing style
Accessibility	

Why Is Copyediting Important?

Copyediting is an important part of the course quality assurance process

- ❑ Benefits students
 - ❑ Removes areas of potential confusion

“While this class was better than most...the inattention to grammatical/spelling/word choice errors in the lecture notes continues to be a distraction.”

“This was a very frustrating and disappointing course...Modules had a number of errors in sentence construction that made some aspects of the material impossible to understand. Words were transposed, e.g. adoption and adaption, such that it was difficult sometimes to know just what we were studying or supposed to do.”

“The typos in the material added time to assignments since I spent a lot of time trying to solve questions that had errors.”

Why Is Copyediting Important?

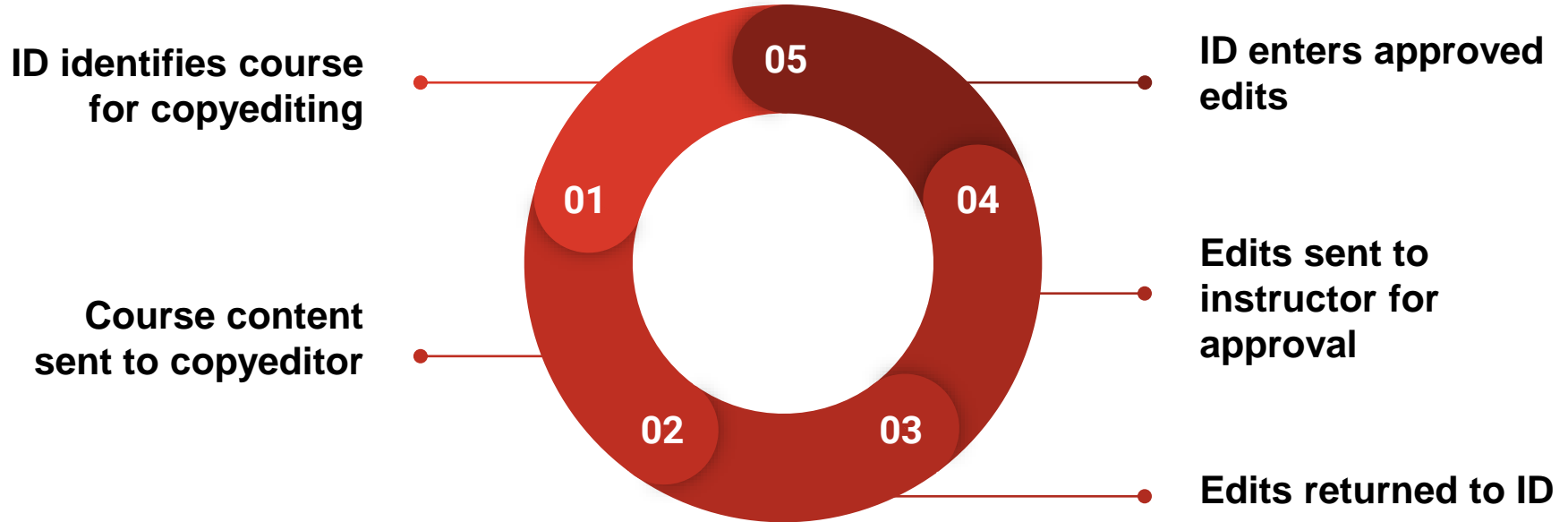
Copyediting is an important part of the course quality assurance process

- ❑ Benefits students
 - ❑ Removes areas of potential confusion
 - ❑ Helps to create a high-quality learning experience

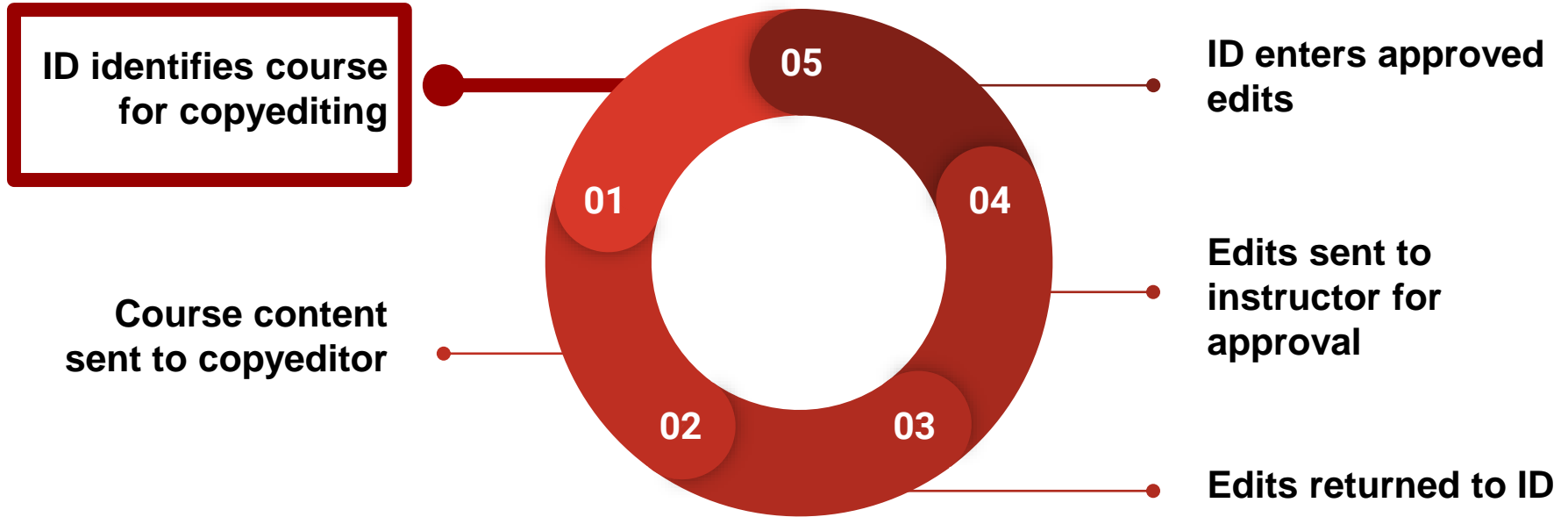
- ❑ Benefits faculty
 - ❑ Additional layer of course-development support

“...I think the copyediting process was an invaluable component to the overall course creation process and helped us to create a coherent and professional product. I would not want to create an online course without a strong copyediting component.”

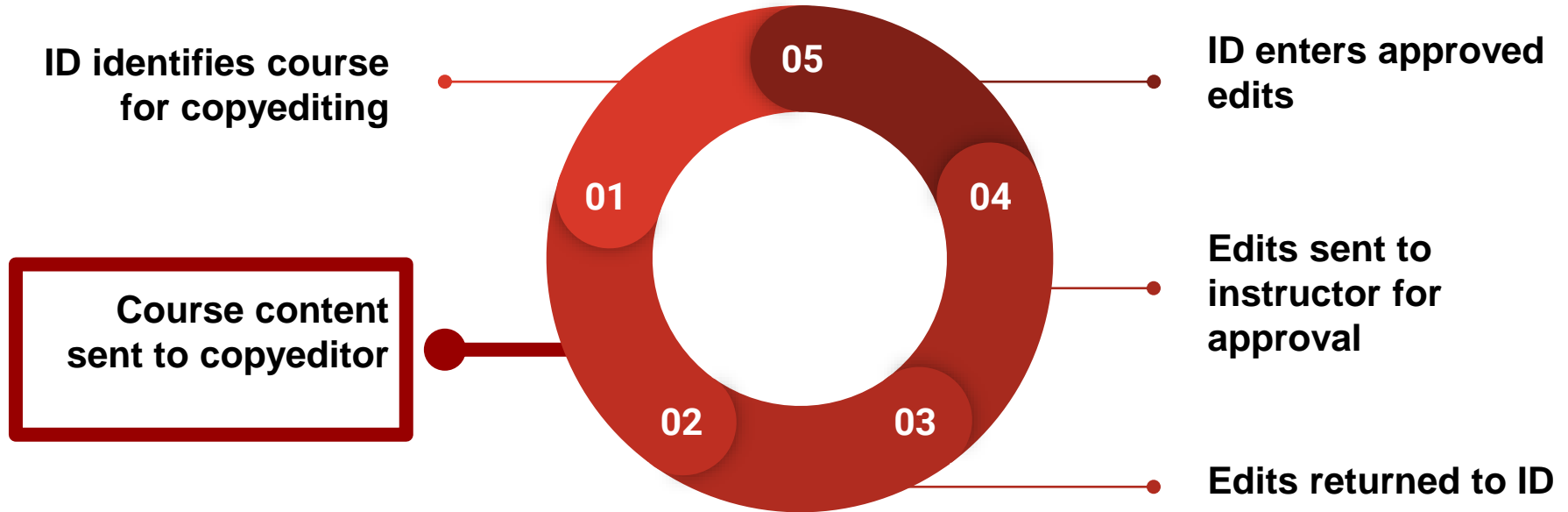
Our Copyediting Process



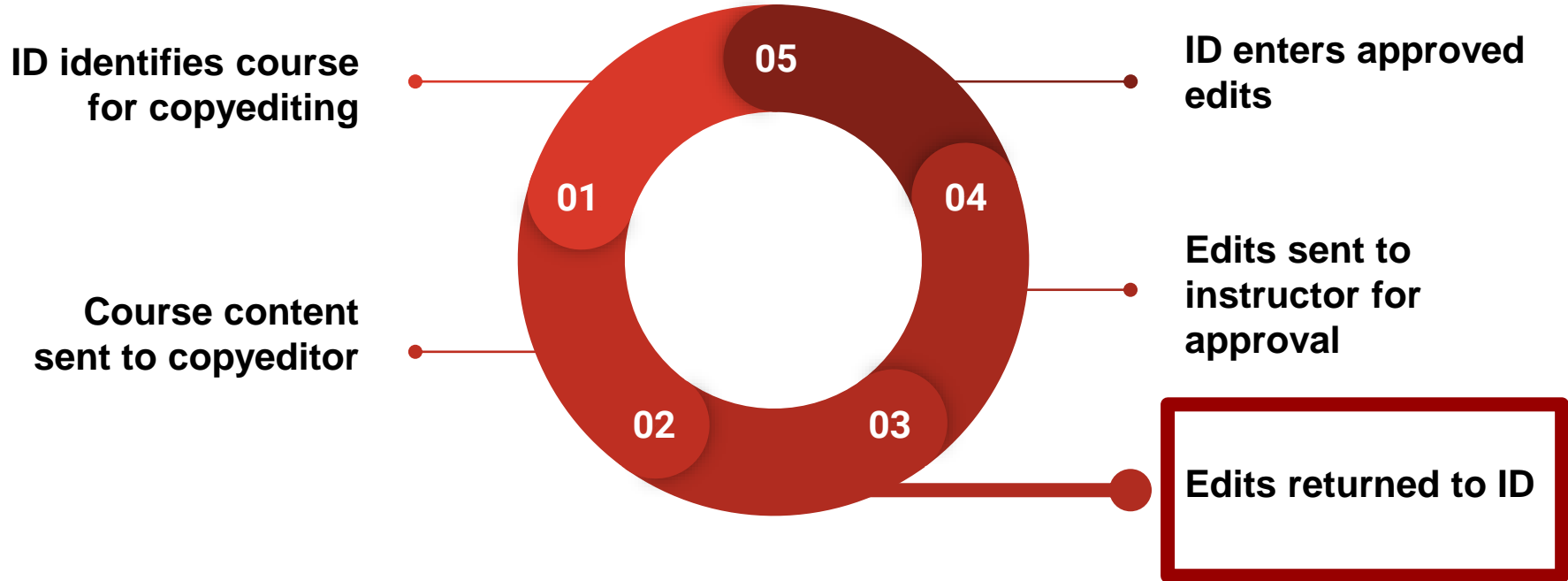
Our Copyediting Process



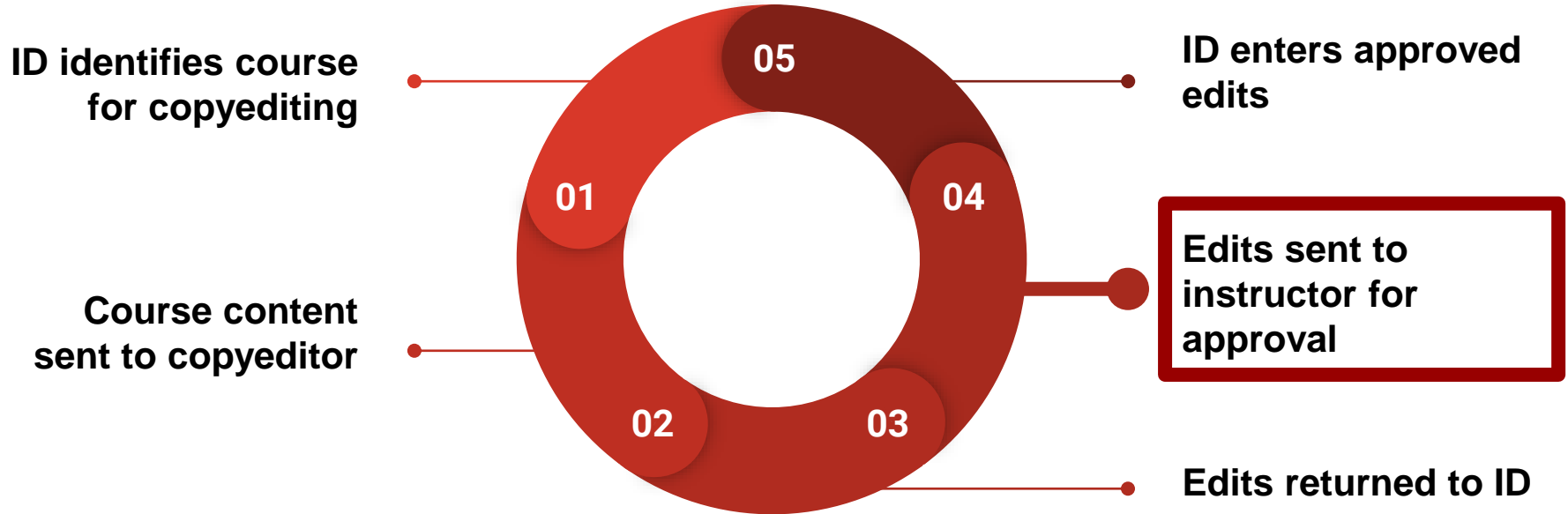
Our Copyediting Process



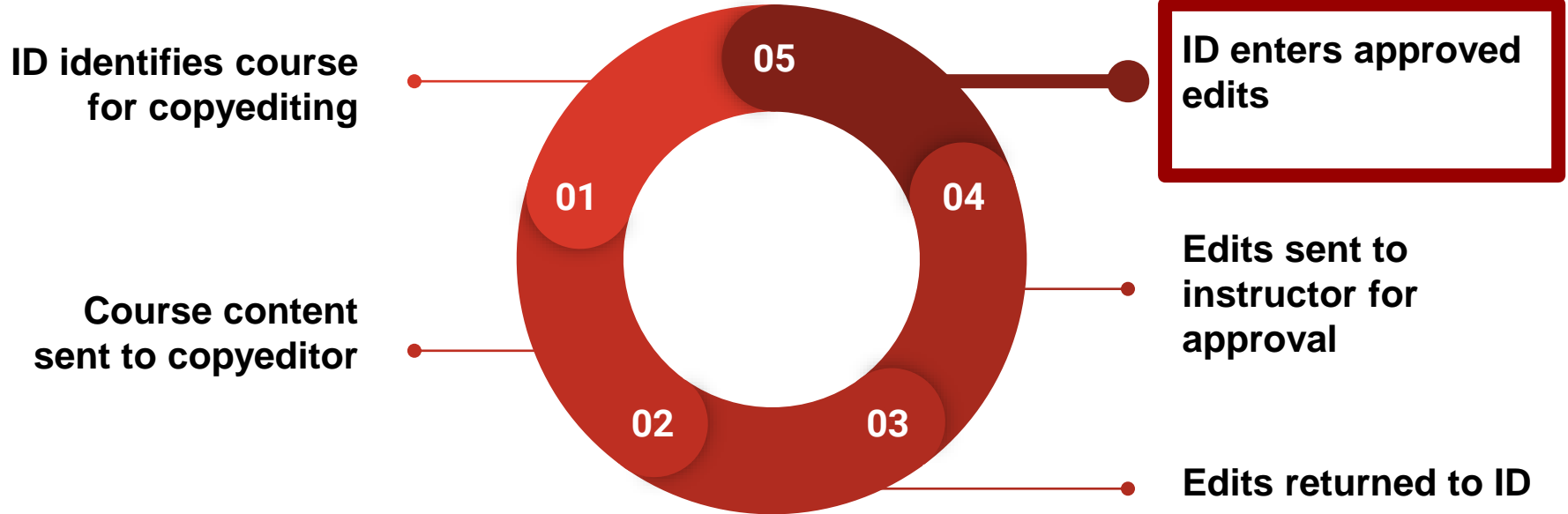
Our Copyediting Process



Our Copyediting Process



Our Copyediting Process



Improving the Process

Confusion over when and how to submit courses for copyediting



- Clarified process and incorporated into existing workflows

Differences in editors' approaches and styles



- Gathered input from copyediting team and members of ODE
- Created new copyediting guide for our team of copyeditors

Inconsistent tracking



- Implemented new tracking system and improved oversight

Tracking the Process

Copyediting

Add board description

/ 0 / 0 Add View / 2 ...

| + New

Editing Queue

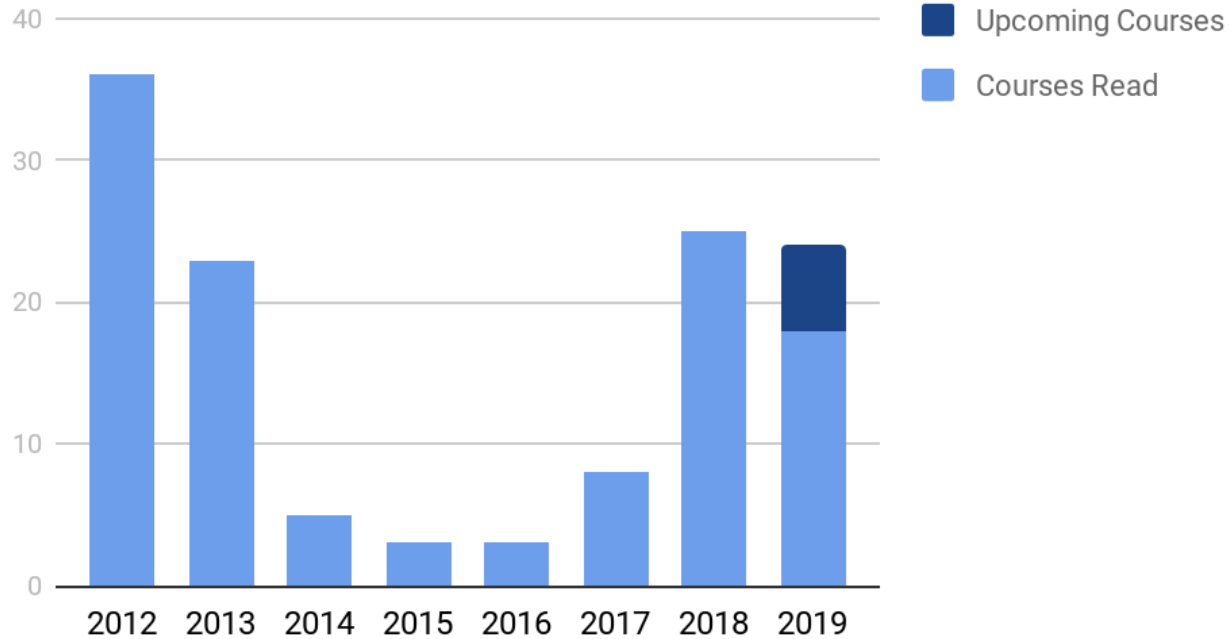
	Status	Submitted for Editing	Term	ID	Revision Percentage	Editor	Sent to Editor	Edits Returned	Hours Billed	Entered By	Program
SED TL 512	Ready for Editing	Jul 10, 2018	#18eFall1	#Ye	100%						#SED
SED AP 612	Not Ready		#18fFall2	#Daisy	100%						#HEA
STH TH 903	Not Ready		#19aSpring1	#Elena	100%						#STH
SHA HF 771	Not Ready		#19aSpring1	#J-Jay	100%						#SHA
SED AP 551	Not Ready		#19aSpring1	#Jeremy	100%						#HEA
MET ML 632	Ready for Editing	Jan 14	#19aSpring1	#Elena	50%						#F&W
STH TC 914	Not Ready		#19aSpring1	#Elena							#STH
GMS HS 707	Not Ready		#19aSpring1	#Chris	100%						#GMS
GMS HS 702	Ready for Editing	Jan 17	#19aSpring1	#Ye	100%						#GMS
MET AD 737	Not Ready		#19bSprin... #18fFa...	#Daisy #Jenny	100%						#AD
SAR HP 720	Not Ready		#19cSummer1	#Leah							#SAR
MET HC 755	Not Ready		#19cSummer1	#Elena	30%						#HC
SSW WP 705	Instructor Hold		#19dSu... #18dSu...	#Erin #Fawn	60%	#Jane					#SSW
MET AD 647	Not Ready		#19dSummer2	#Jeremy	30%						
MET ML 641	Not Ready		#19eFall1		100%						#F&W
SSW MP 773	Ready for Editing	Jan 16	#19eFa... #19aSprin...	#Fawn	100%						#SSW

Ongoing Challenges

- ❑ Content turn around
- ❑ Inconsistent need for editing
- ❑ Multiple places to track information

Key Takeaways

Copyediting by Year



Key Takeaways Contd.

- ❑ Involving all stakeholders is important!
- ❑ Improves course quality and student experience

“I think it was very helpful to have guidance about what an ID does and looks for. Not having to think about some of the mechanics and seeing how things look on screen also helped.” - Editor

Copyediting is a valuable resource available to busy faculty.

“For me, it has been a fantastic improvement.... I am very impressed with how effective it seems to be working for me, and what an excellent job the copyeditor did with the content.”
- Instructional Designer

Resources for You!

Copyediting Tracking Template: <http://bit.ly/BUtrackingtemplate>

Copyediting Guide: <http://bit.ly/BUcopyeditingguide>

