Preparing Your Paper for Anonymous Grading

- Do not put your name in the header, first page, title page, or anywhere. Instead, please put the **last four digits of your GUID.**

- Remove your personal information from the document. On Microsoft Office 2007, you do this by going to Office Button → Prepare → Inspect Document → Inspect everything → Remove Document Properties & Personal Information. You might need to look up how to do this for your particular word processing software.

- Make sure that the anonymous version of your paper is uploaded to Blackboard.

***Any paper that is submitted for grading that has not been prepared for anonymous grading will lose a full letter grade (e.g., so an 'A' paper with a student's name on it will receive a 'B.')