HOW TO VIEW MY COMMENTS:

Grading occurs three ways.

1. I use a rubric.
2. **I make margin comments. I spend HOURS on this. The margin comments are very important. You can’t revise without seeing them.**
3. I sometime make comments in the “comments box.”

How to view all of this:

1. Go to “assignments” or go to “grades.” In both places you should be able to **click on the GRADED assignment.** For example: Step 2 of the blog piece.
2. In blue ink somewhere on your page (I believe it is to the right) you will see the words **“submission details.” Click on that.**
3. A blank box will appear. At the top of the blank box in blue ink you might see a link to your doc. Example: smith.essay.doc **BUT IF YOU scroll from right to left (back and forth)** you should be able to see in the top right corner of the box in blue ink “view comments.” CLICK ON VIEW COMMENTS. YOU NPW SHOULD SEE YOUR STORY WITH MY COMMENTS IN THE RIGHT MARGINS. YOU MIGHT NEED TO AGAIN SCROLL FROM LEFT TO RIGHT TO SEE THE COMMENTS.
4. IF THIS DOES NOT WORK, CALL OIT. OR CONTACT A TA.