



## To View Comments, Grades and Assessment Rubrics

### View Document Level, Page Level and Section Level Comments

If you provided comments in the add comment fields or inline text level comments they will appear on the page you reviewed Click on the page title of the assignment to review your comments. If you made section level comments, the page of your portfolio will appear blue, indicating comments are on the page. Text level only comments will not be indicated on the table of contents page. Best practice is to let your student know in the grade/comment tab you have left text level comments, “see comments”.

### To View Your Text Level Comments


1. Click on the **title** of the portfolio to open
2. Click on the **page title** of the assignment.
3. Text Level Comments (if any) will appear as  icons. To retrieve individual comment, click on the  icon.

Note: Before scrolling down the page and opening each one of the call out icons individually you can open all of the comments on the page at one time.


4. Click on the **Show Properties** button located at the top right corner of the document.
5. Click the **Show All** button to open all the comments on of the page at once.

You should be able to see all of the comments you have made in the students document. If there is a history (multiple submissions) use the following instructions to open the specific submission with corresponding assessment and review.

### View Grades and Comments

1. Click the **Grade/Comments** tab. To see the grade and comments you provided here.
2. Click the  icon to close the tab.

### View Assessment Rubric Scoring

1. Click the **Assessment Rubrics** tab.
2. Click the title of the rubric. If there is only one rubric it will open automatically.
3. See the assessment scoring and comments you provided to the student.
4. Click the  icon to close the tab.

## Assignment History – Viewing previously submitted assignment comments

Each time you submit your assessment a record of the assessment and comments is kept. To access the archives of these submissions use the following instructions.

1. Click on **View Assignment History** in the green box. This will open **Previous Submissions** tabs, one for each submission.
2. Click on the corresponding tab for the date you want to review.
3. Click on the **Grade/Comments** or **Assessment Rubrics** tabs to review this information. Click on the artifact title to review the text level comments. Page titles will be blue if there are comments added in the Add Comment fields located on the page. Because the page is not marked blue, does not mean you will not have any comments! Please check for text level comments your instructor may have left you.

The screenshot displays the LiveText interface. On the left is a navigation menu with a 'Table of Contents' and various course topics. The main content area shows a 'Student Essay' titled 'Initial Reflective E' with a student ID 'asgahofghatjadtfdghacti'. Below this, there are tabs for 'Assignment Details' and 'Submissions'. A green bar indicates 'Reviewed / Graded' status. A table lists a submission for 'Student, ISU' on '09-09-2008' with a 'View Assignment History' link. Below this, there are tabs for 'Grade / Comments' and 'Assessment Rubrics'. A 'Previous Submissions' section shows tabs for '09-09-2008' and '08-08-2008', with a 'Total: 2' count. Another 'Reviewed / Graded' bar is present, followed by a table listing a submission for 'Student, ISU' on '09-09-2008'. Underneath, an 'Artifacts' section shows a link to '20084 ISU Teacher Education Portfolio'. At the bottom, there are tabs for 'Grade / Comments' and 'Assessment Rubrics'.