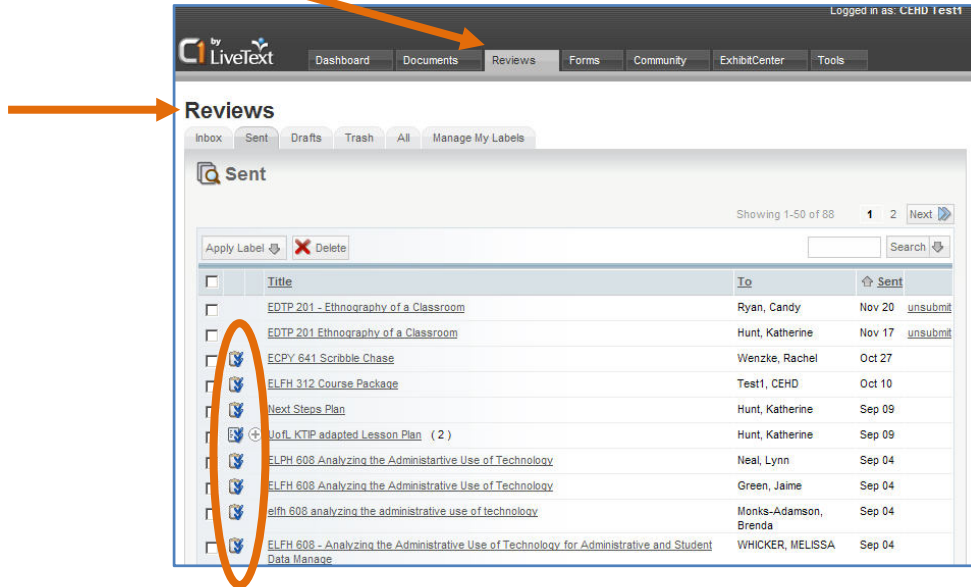
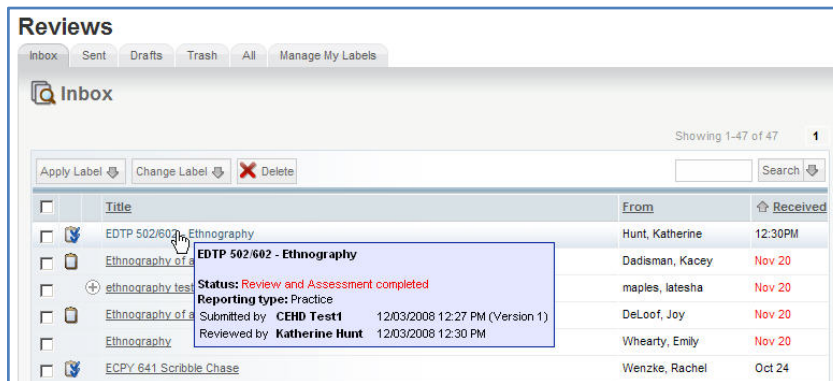


Viewing Graded Work

1. Click on the “Reviews” tab at the top of the screen.

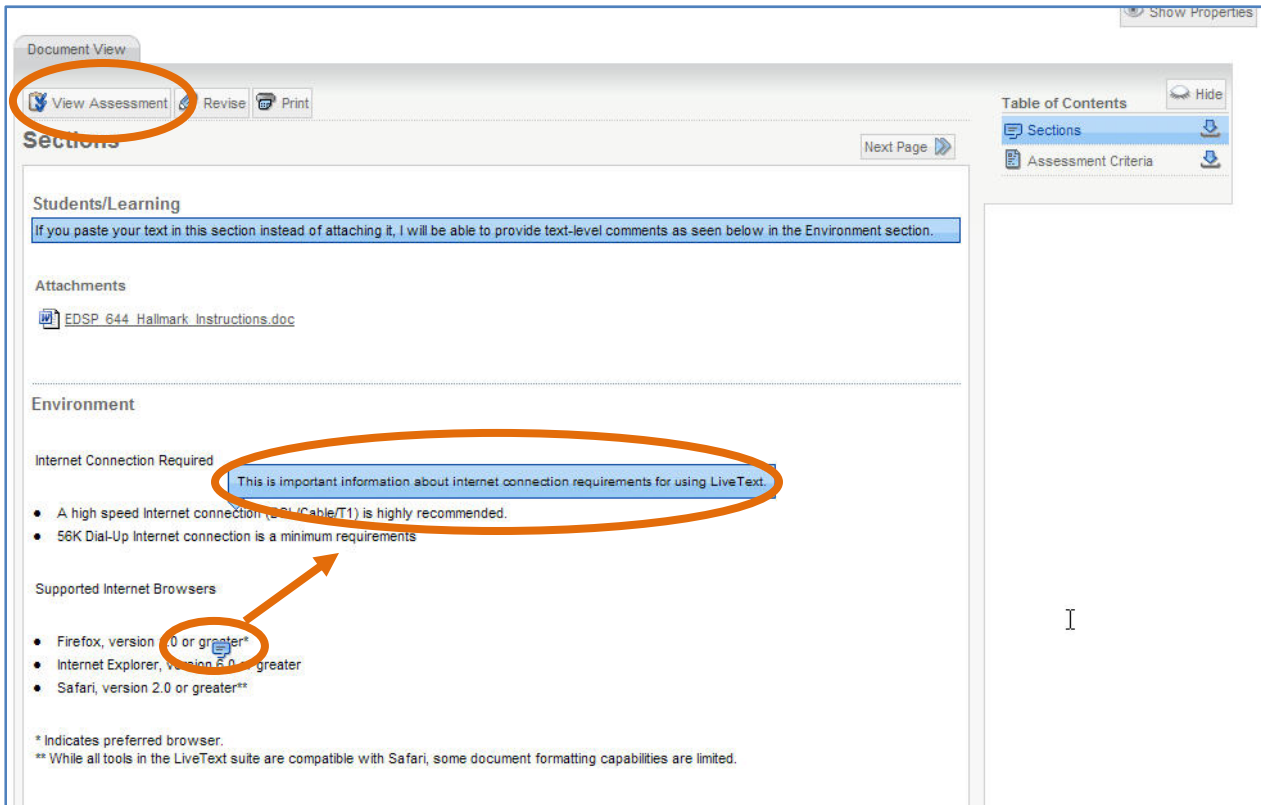


2. Click on the “Sent” tab.
3. Locate the document that you want to view. If the document has been graded it will have two blue checkmarks to the left of the title.
 - a. The blue checkmarks mean that the assignment was Reviewed and/or Assessed. Place your cursor over the title and a small box will list the evaluation specifics.
 - i. “Reviewed” means that the professor has made comments on your assignment and sent it back.
 - ii. “Assessed” means that the professor has graded your assignment with a rubric and sent it back.

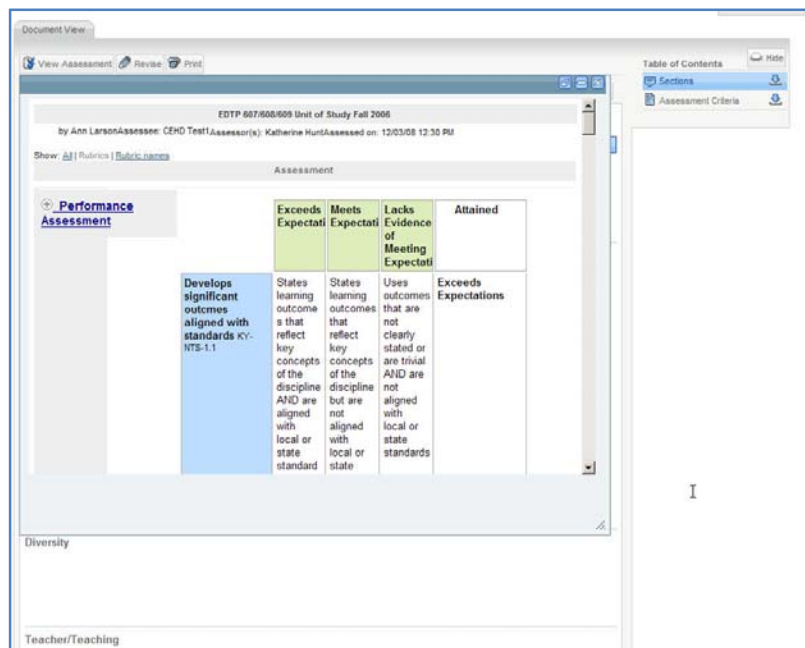


4. Click on the document title to open and view comments and/or a completed rubric.

- General comments will be in blue bars, and text-level comments will be small blue bubbles. If you click on the small blue bubbles, they will expand with your comment.



- Click **“View Assessment”** at the top of your document to view the Rubric with your scores and any additional comments



HINTS:

If a document has a plus sign with a circle around it to the left of the title, that signifies that the assignment has been sent for review more than once or the professor has graded it more than once. Click on the plus sign to view the history.