Providing Online Feedback for Student Essays

1. Log onto My Access

Go to Student Portfolios in the Menu Bar

1. Use the Group and Date filter to retrieve the portfolios you would like to view
2. Change the "Prompts and Genre" drop down to select the one prompt you wish to view.
3. Change the Status Filter to All
    *The default list will put students in ABC order and will show the first and most recent submissions for the prompt.
4. You can now see how many revisions were done by each student and how much improvement was made.
5. You can change the Revision filter to see the First, Most Recent or All essays if you wish.

When you see a student(s) who has not made much progress, it might be a good idea to send them a comment to help them through the next revision or push them to new levels. <u>This is especially important for distance learning as it will take the place of face to face conferencing.</u> It is important to keep your comments <u>focused and few</u>.

There are two ways to send comments: .

Individual Commenting – Student by student

At the end of each essay you will see a Comment button

Click the Button - you can now enter a General Comment at the top or an Embedded Comment right in the student work. Directions for embedding a comment are on the page.

Essay Action Comments - Multiple Students same comment
View the essays:
1. Click the essay(s) that you want to look at - one for each student
2. Click the select the View/Print/Save option from the Essay Action
3. Read them
Once you decide on what to say to the student(s)add a comment to be attached to all selected essays
1. Close out the View/Print/Save sheet
2. Click the Comment option under the Essay Actions drop down
3. Type and Save your comment
All students whose essays were checked will receive the same comment

Students can view the comments in several ways:

When students log-on to My Access! They will see they can view your message several ways:

- On the Home page.   they can view it by clicking on the envelope
- On the student work page by selecting the Comment button

FONTS ▾   PROMPT ▾   MY TUTOR ▾   MY EDITOR ▾   COMMENTS

- In the Portfolio. **Comments** 💬 where it is saved forever.