Viewing Instructor Feedback in Sakai

There are several places to review instructor feedback given through grading in Sakai. Please note, to view comments on an online assessment taken through Sakai, you must return to the original tool through which the assessment was given (e.g., for comments on a test, return to the Tests & Quizzes tool; for comments on an assignment, return to the Assignments tool, etc.)

Comments on Assignments

1. To view feedback on a particular assignment, click on the **Assignments** tool from the left tool menu within the course site.

2. Click on the **Assignment title** once the status is marked *Returned* to view instructor comments.

3. View instructor comments and any attachments that may have been included here.
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Comments on Tests or Quizzes

1. To view feedback on a particular test or quiz, click on the Tests & Quizzes tool from the left tool menu within the course site.

2. Under Submitted Assessments, look in the Feedback Available column to see if comments are available.

3. Click on the Feedback hyperlink to view instructor comments.

Comments in the Gradebook

1. To view comments not associated with an integrated tool in Sakai (something graded manually, or graded offline by the instructor), click on the Gradebook tool from the left tool menu from within the course site.

2. Look in the Comments column to view instructor feedback for a particular Gradebook Item.