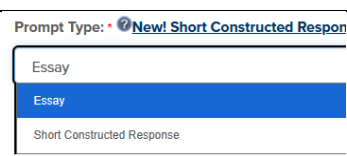
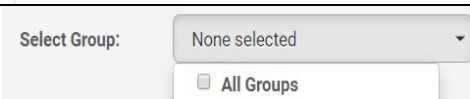
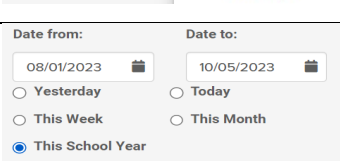
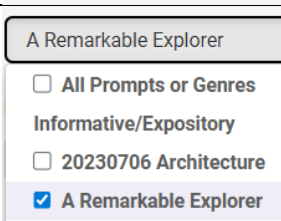
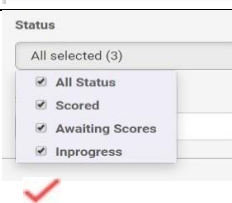
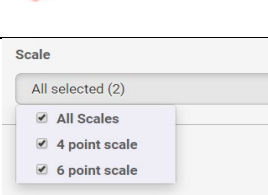
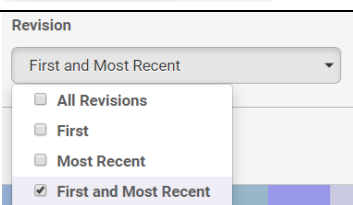


Viewing the Portfolio

Teachers and students should view their writing in the **Portfolio**. Once there:

Select the Type of Prompt	
Select one or more groups	
Select a date range	
Select a prompt by checking a box	
Select Status - To see all essays, change the status to ALL. - If you see red checks, this means students have not submitted their most recent draft.	
Scale: Select one or both scoring rubrics	
Select revision - To analyze growth, select First and Most Recent (default) or All Revisions - Select Most Recent to view, print and/or grade	
- Select the essays you wish to view by clicking the box in front of the essays - Go to Essay Actions View/Print/Save	