

How to Make Comments on a Student Essay

Teachers can make comments on a student's essay in the Portfolio.

Step 1: Go to MY Access! and click on the **Portfolio** tab.

Step 2: Filter for the Group, Assignment, Dates, and Submission on which you would like to comment. Once you have filtered for the data you would like to see, the portfolio will populate with the student submissions and scores.

Step 3: Click the Comment Bubble at the far right of the student's name and submission to make a comment.

Essay Actions: Select

	Last Name	First Name	Date	Assignment	Status	H	F	C	O	L	G	Originality	Feedback	Revision Plan	Comments
☐	01Student	Demo1	3/3/25	Should All Young Athletes Receive an Award?(S6)	✓	3.7	3.7	3.3	3.3	3.5	3.4				
☐	01Student	Demo1	3/3/25	Should All Young Athletes Receive an Award?(S5)	✓	2.7	2.7	2.4	2.4	2.1	1.2				

This will bring you to the Comments section. You have a choice of making a general comment that will appear alongside the essay or an “embedded comment” that will be connected to a certain highlighted portion of the essay.

General Comments:

Type comments in the comment box and click the Save a Comment button on the bottom right.

General comments

Administrator Comments
Teacher Comments

* + Check/Uncheck All
Student Comments

Add a Comment
Comments are limited to 3,000 characters or approximately 750 words.

System Font 12pt Paragraph B I U A

Remove Comments

Save a comment

Embedded Comments:

Follow the directions in the blue box to make an embedded comment that will be connected to a highlighted area in the text.

Embedded Comments

Step 1: Highlight the text (a sentence phrase or paragraph) you will annotate.
Step 2: Click "add comment" to open the text box comments.
Step 3: Write your own comment about the highlighted text or copy and paste standardized comments.
Customize the text style to draw the student's attention to your comment.

Add a Comment

Print Comments

Imagine this, it's your last soccer game of the season. When the game ends you run over to your coach and you see them pull out just one trophy, and you're extremely confused. Your coach gives the trophy to the MVP but you didn't get a single thing. You would be sad if that happened to you right? Would you be discouraged that that happened and don't really want to play soccer anymore. Giving athletes a participation trophy or not is a tricky topic. **I think that athletes should get participation trophies because it can encourage the athletes, gives more confidence, and it can get the athletes more excited.**

The student can either click on the Comments tab in their writing space to see the comments.

PROMPT WRITER'S TOOLBOX MY EDITOR COMMENTS REVISION PLAN

OPEN MY TUTOR!

HIGHLIGHTER

Imagine this, it's your last soccer game of the season. When the game ends you run over to your coach and you see them pull out just one trophy, and you're extremely confused. Your coach gives the trophy to the MVP but you didn't get a single thing. You would be sad if that happened to you right? Would you be discouraged that that happened and don't really

The student can also click on the Comment Bubble in their student Portfolio, which will turn red if there is a comment to view:

Essay Actions:

Select

	Date	Assignment	Status	H	F	C	O	L	G	Originality	Feedback	Revision Plan	Comments
☐	3/3/25	Should All Young Athletes Receive an Award? (S6)		3.7	3.7	3.3	3.3	3.5	3.4				

The student can choose to comment back to the teacher with a General Comment, which the teacher can see by clicking the Comment Bubble in their portfolio, just as the student can above.

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