

How to Access Instructor Comments and Annotations for an Assignment

1. Locate the desired assignment under the *Assignments* tab
2. Click on **Submissions Details** on the top right side

This screenshot shows the submission interface for 'French Essay 1'. At the top right, there is a 'Re-submit Assignment' button. Below it, the submission status is 'Submitted!' with a checkmark, dated 'Jul 21 at 10:32am'. A red circle with the number '1' highlights the 'Submission Details' link. Other options include 'Download Mock Essay.docx', 'Grade: 10 (15 pts possible)', 'Graded Anonymously: no', 'View Rubric Evaluation', and 'Comments: No Comments'. The main content area shows 'No Content' and 'Submitting a file upload'.

3. Click on **View Feedback** to show annotations and comments made on your submission

This screenshot shows the 'Submission Details' page for 'French Essay 1', submitted on Jul 21 at 10:32am. The page includes a 'Re-submit Assignment' button and a 'View Feedback' link highlighted with a red circle and the number '1'. The submission file 'Mock Essay.docx' (13.8 KB) is listed. On the right, there is an 'Add a Comment:' section with a text input field, 'Media Comment' and 'Attach File' buttons, and a 'Save' button. The grade is shown as '10 / 15' with a 'Show Rubric' link.

4. View comments and annotations made by your instructor in the document preview window

This screenshot shows a document preview window for 'Mock Essay.docx'. The document content includes a date '20 July 2020', a 'Professor' role, and a 'Final Essay' title. The main text is placeholder Lorem Ipsum. A red annotation bubble from a 'Professor' points to the text 'Poor Title choice'. The preview window is overlaid on the 'Submission Details' page, which includes the 'Add a Comment:' section with a text input, 'Media Comment' and 'Attach File' buttons, and a 'Save' button.