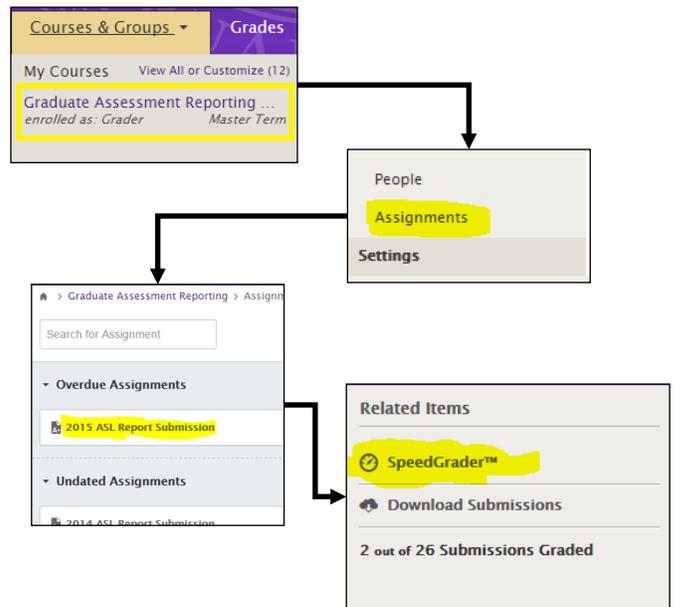




This document will provide step-by-step instructions for submitting an assessment review. Reviews will be completed on a shared OneDrive Word document.

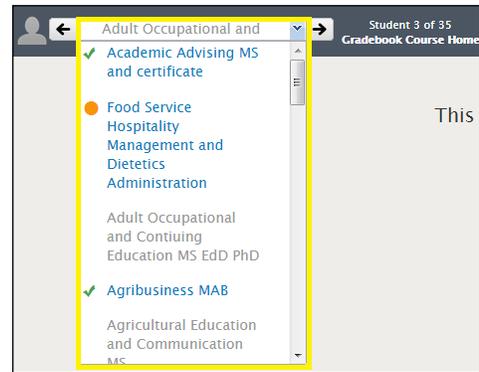
## Access Canvas Assessment Reports

1. Login to Canvas using your personal eID and password. Mouse-over **Courses &** select the Assessment Reporting course.
2. Click **Assignments**.
3. Select the current year's **ASL Report Submission** assignment.
4. Click **Speed Grader**.

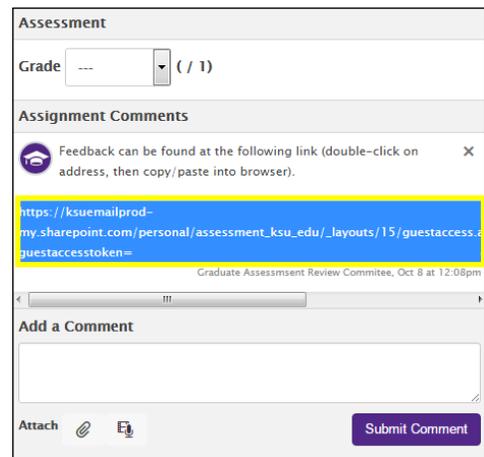


## Access the Shared Feedback Word Document in OneDrive

1. In SpeedGrader, use the menu at the top to select a program to review.



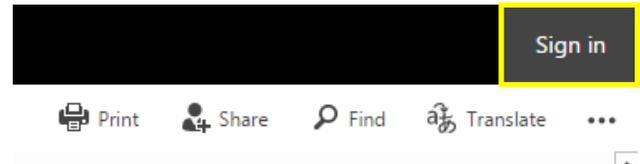
2. In the comments menu on the right-hand side of the page, select (highlight) the link to the feedback document, then copy and paste the link into a new browser window.



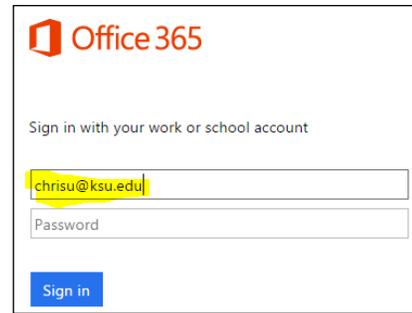


## Login to OneDrive

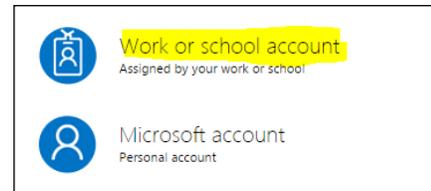
1. If you aren't already signed in, click **Sign in** in the top-right hand corner.



2. Type your personal @ksu.edu email address into the user name box and click Sign in.



4. Click **Work or school account**.



## Submit Feedback

1. Click **Edit Document**. If you do not have the option to edit, contact the Office of Assessment.

2. Select **Edit in Word Online** to submit your feedback directly in the browser. Your changes auto-save when editing in this mode.



2. Select **Edit in Word** to submit your feedback in Word. When finished, click **Save** (do not save as) to save your changes to the shared document.