Assessment Reviewer Instructions

www.ksu.edu/assessment/reporting

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

nvas

BY INSTRUCTURE

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

Courses & Groups   Grades	
My Courses View All or Customize (12)	
Graduate Assessment Reporting enrolled as: Grader Master Term	
	People
	Assignments
L	Settings
Search for Assignment  • Overdue Assignments	Related Items
2015 ASL Report Submission Undated Assignments 2014 ASL Report Submission	SpeedGrader <sup>116</sup> Download Submissions
	2 out of 26 Submissions Graded

# Access the Shared Feedback Word Document in OneDrive

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

 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.



Assessment	
Grade • ( / 1	)
Assignment Comments	
Feedback can be found at the following link (double-click on X address, then copy/paste into browser).	
https://ksuemailprod- my.sharepoint.com/personal/assessment_ksu_edu/_layouts/15/guestaccess.a guestaccesstoken= Craduate Assessment Review Commitee, Oct 8 at 12:08pm	
< III	•
Add a Comment	

🔂 assessment@ksu.edu | 🔥 785-532-2114 | 🕂 www.ksu.edu/assessment

# Assessment Reviewer Instructions



www.ksu.edu/assessment/reporting

## 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**

Kansas State

- 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.

