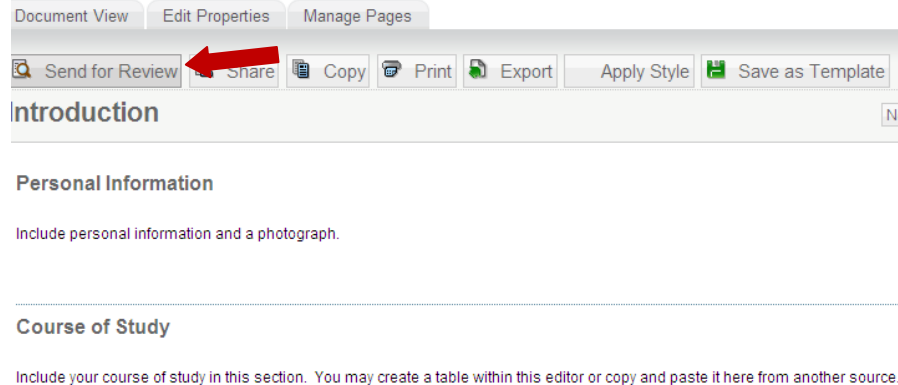
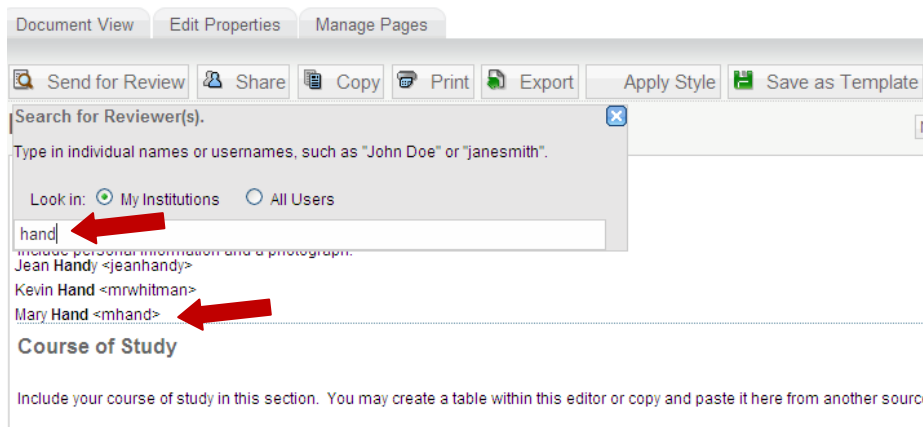


Student Instructions for Submitting Reflections

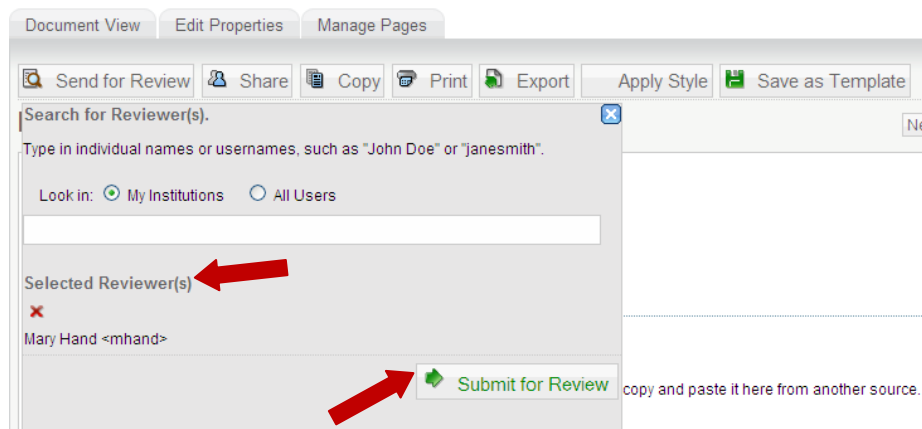
1. Complete the assignment within the e-portfolio.
2. With the e-portfolio open choose: Send for Review.



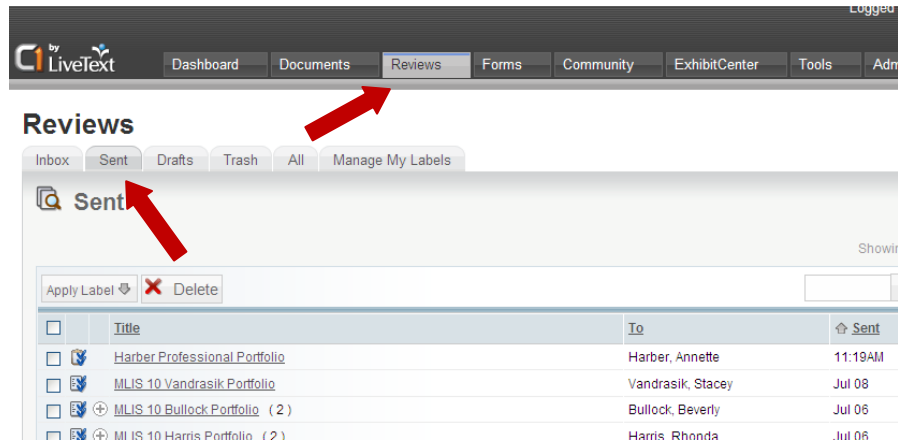
3. In the next window type the professor's last name in the search box. After a moment all Trevecca Livetext users with that name will appear. Click on the appropriate name.



4. The next window will now indicate the Selected Reviewer. Click Submit for Review.



5. After the professor has reviewed the submission, students will be able to view the assessment and comments by opening their e-portfolio under the Reviews tab/ Sent tab.



6. With the e-portfolio open choose View Assessment to see the graded rubric. Comments may be imbedded at the section level or within the standard section of the e-portfolio. These are indicated with a blue message box. If comments are embedded in the text click on the blue text bubble.

