# Viewing Assignment Comments & Setting Notifications

How do I see Comments left by a student on their Assignment or replying to my feedback on an Assignment? Plus setting up Notifications!

### Here's where you can view the comments:

1. Email Folder

1. First Open your Inbox

2. Click the down arrow next to Inbox and change it to Submission Comments

3. All comments back from all of your classes will show here per assignment and student. (If you have a student comment on 3 assignments you will have 3 messages)

Click on each message to see all comments for that thread
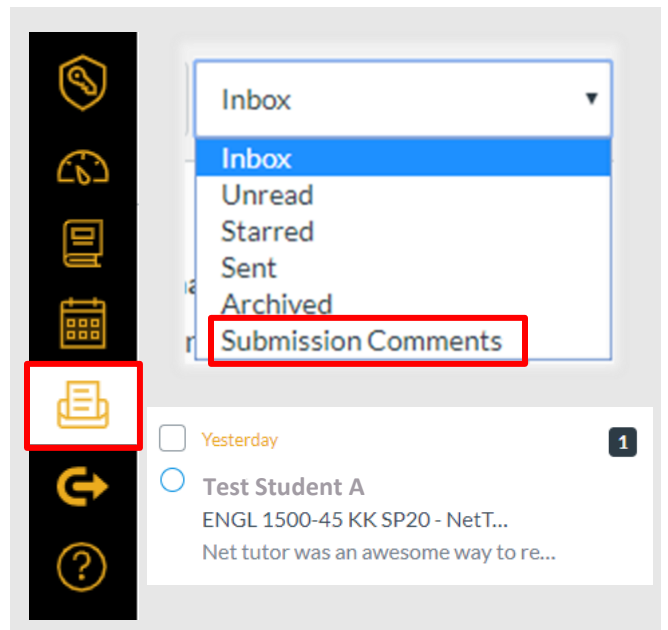
2. Grade Book

1. Open the gradebook for your class

2. Go to the student and assignment you would like to respond to and click into the box.

3. Click on the Arrow to access the full comments box.
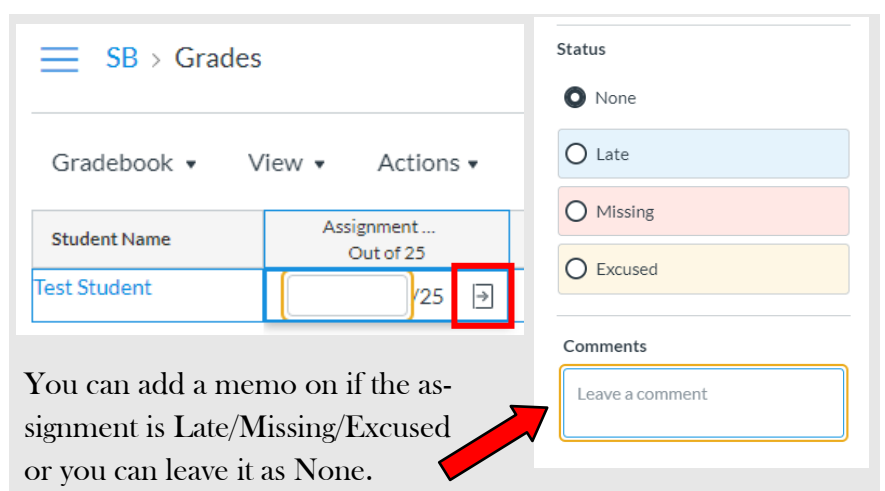
You can add a memo on if the assignment is Late/Missing/Excused or you can leave it as None.

3. Speed Grader

1. Open SpeedGrader for your assignment

2. Go to the student you would like to comment/reply to

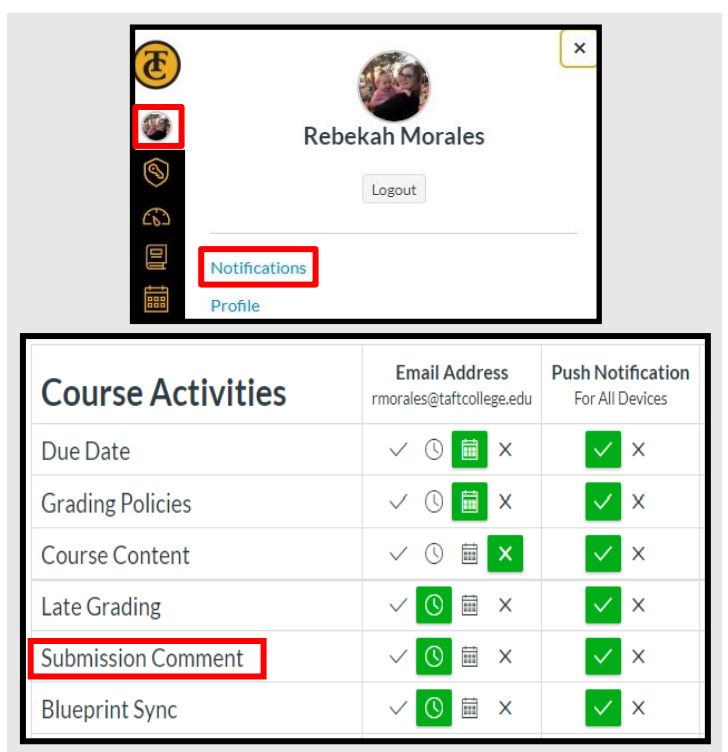3. Add in your text, file, video, or audio feedback to the student

**Under Options you can also sort your SpeedGrader by student, date submitted, or by submission status **
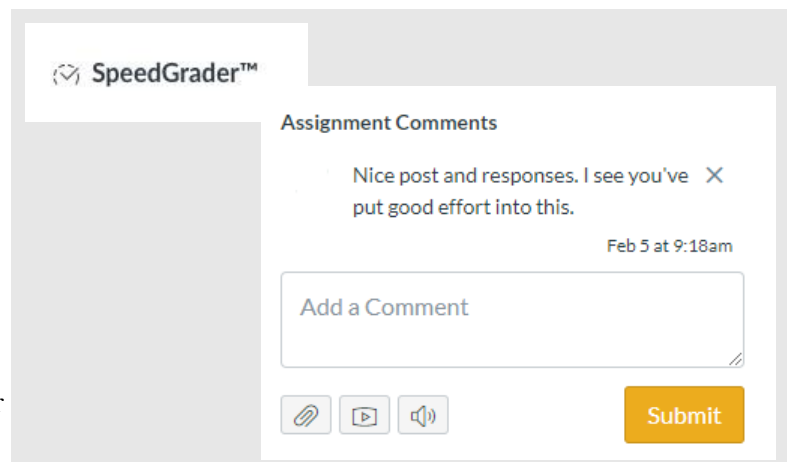
Setting up your Notifications for Comments

1. Click on your Account, then go to Notifications.

2. Under Course Activities there will be an option for Submission Comment. This will notify you if there is a comment on any submitted assignment.

Chose the notification setting that is right for you

X Do not send me anything

✓ Notify me right away

📅 Send weekly summary

🕐 Send daily summary

If you need any help please call Distance Education and we can help:

Click here for contact information

Course Activities	Email Address rmorales@taftcollege.edu				Push Notification For All Devices	
Due Date	✓	🕐	📅	X	✓	X
Grading Policies	✓	🕐	📅	X	✓	X
Course Content	✓	🕐	📅	X	✓	X
Late Grading	✓	🕐	📅	X	✓	X
Submission Comment	✓	🕐	📅	X	✓	X
Blueprint Sync	✓	🕐	📅	X	✓	X

Push Notifications are for smart phones or tablets. These notifications are only offered for Right Away or Do Not Send Anything.

Distance Education

Going the Distance for our students!