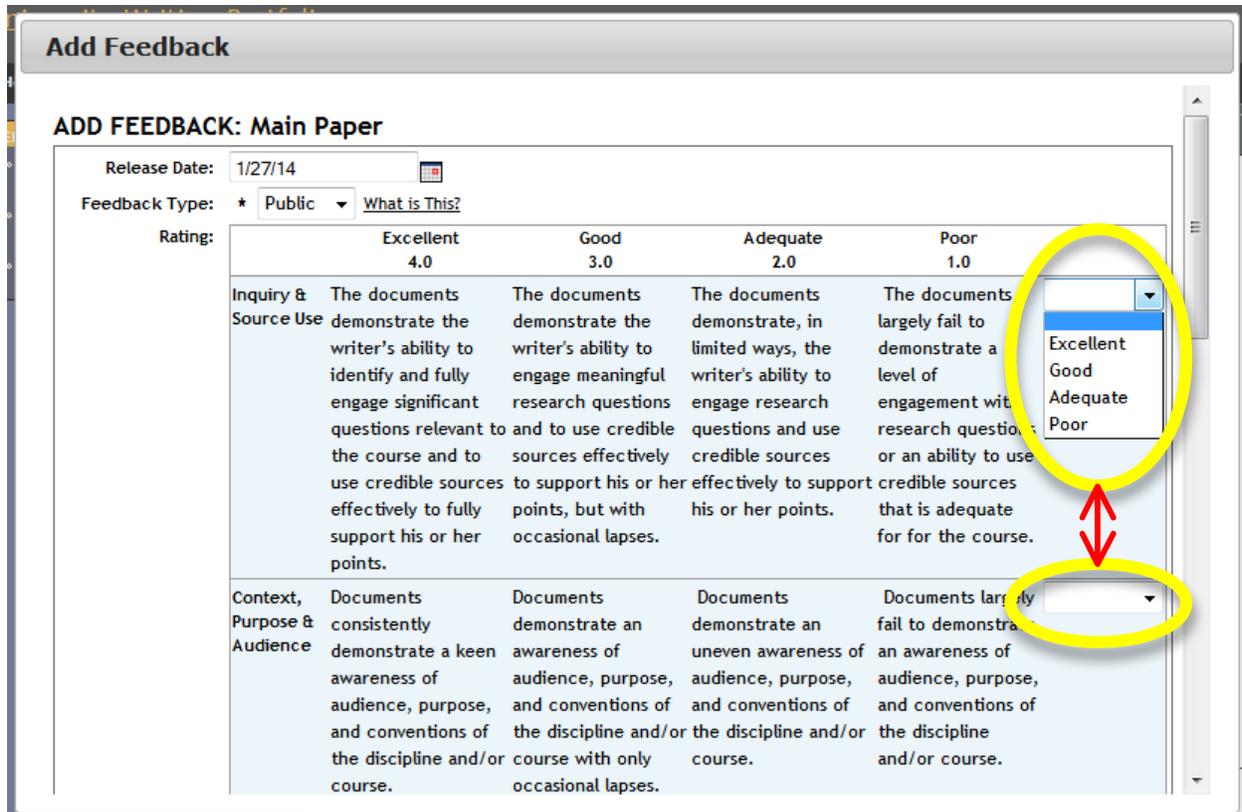## How to Provide Feedback [+]

Unfortunately, iWebfolio does not currently allow a reviewer to put feedback directly into a document and re-upload that file to a student's portfolio. You can, however, use the built-in "Feedback [+]" button to give the student some feedback on items in their portfolio if you wish.

First, choose the page that includes the item on which you wish to provide feedback. Then click the "Feedback [+]" button at the bottom right of the screen.
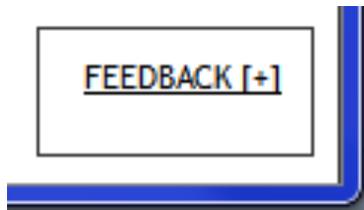
The "Add Feedback" window, which contains a rubric at the top, should appear. The rubric is what QEP assessors will use to score the writing sample if the student's portfolio is randomly selected for assessment. You cannot edit the rubric, but you are welcome to use it to rate student achievement each area listed by clicking on the drop down menu and selecting one of the options. If you use this rubric to provide feedback to the student and the student's work is selected for assessment, your ratings and feedback will be cleared prior to the assessment.

At the bottom of the rubric, the feedback window also includes a text box to enter comments on the item you have selected for feedback. When you are done commenting, click "Save," or click "Save and Print" if you also want a printed copy of your comments.
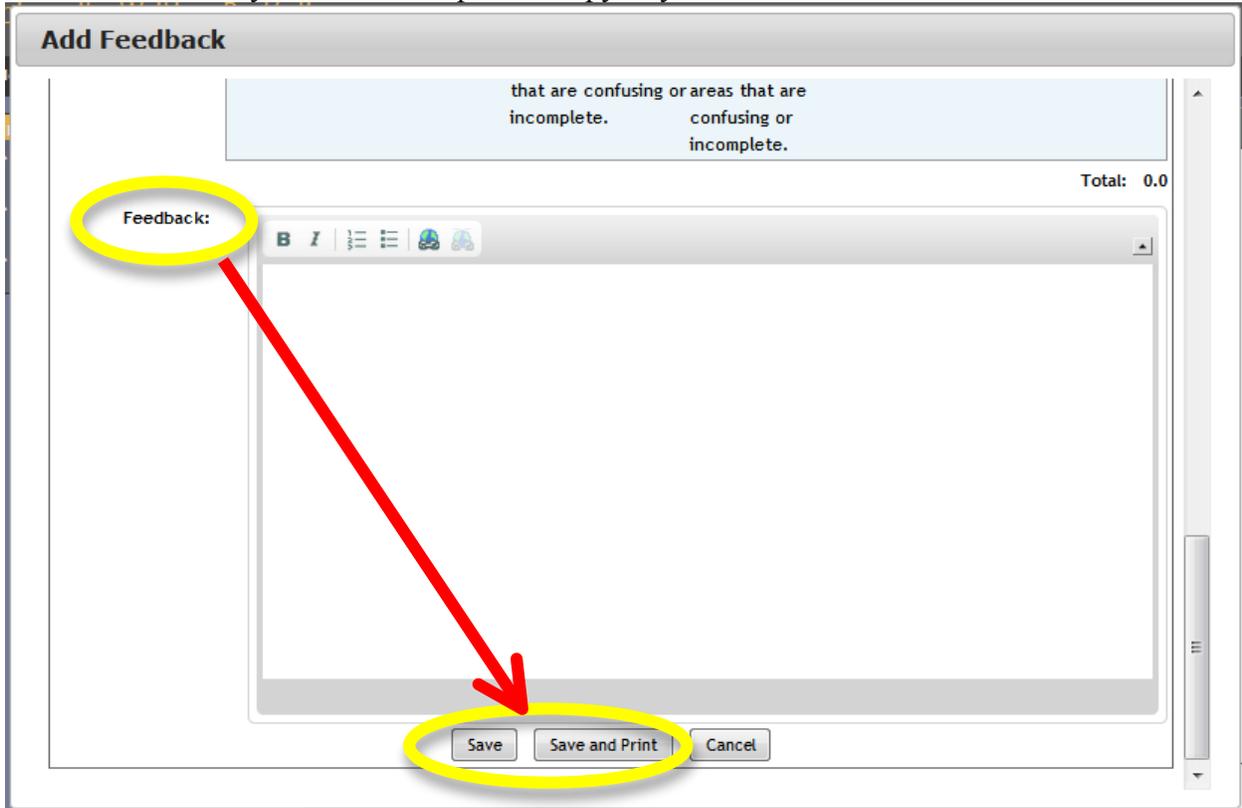
When you are done reviewing and providing feedback to the student's portfolio, simply close the browser window.

What the feedback looks like to students

The next time the student logs into iWebfolio, they can see that they have new feedback under the "New Feedback" box on their portfolio's homepage. They can then click "View" to view the review you sent, which will appear similar to the review you sent, with the rubric at the top and the written feedback at the bottom of the window.