

# Viewing Instructor Comments in a Returned Assignment

In online, hybrid, and web-enhanced classes, you may be required to submit papers, essays, and other assignments through Sakai. Often in these cases, your instructor will upload a copy of your paper with their comments attached when they grade it. In addition to leaving notes at the end of the paper, many instructors will use the Comment tool in Microsoft Word to make comments throughout your writing. These comments are valuable feedback that can help you understand what mistakes you made, what you did well, where you lost points, and how you can improve for the next assignment. It is, therefore, very important that you are able to view these comments.

Google Drive is able to open Word documents, but the comments may not be visible. In order to view the comments, the paper must be converted to a Google document. Depending on your settings, the document may be converted automatically. If not, there are two ways to convert a Word document to a Google document.

1. When you upload the document to Google, you may be asked if you would like to convert it. This depends if you have Google Drive set to confirm these settings before uploading the document. If this appears, check the box to convert documents, presentations, spreadsheets, and drawings to the corresponding Google Docs format.

Learn more'. There are three checkboxes: 1. 'Convert documents, presentations, spreadsheets, and drawings to the corresponding Google Docs format' (checked with a red checkmark). 2. 'Convert text from PDF and image files to Google documents' (unchecked). 3. 'Confirm settings before each upload' (checked). At the bottom, there are two buttons: 'Start upload' (blue) and 'Cancel' (grey)." data-bbox="125 539 939 755"/>

Upload settings ✕

Set your preferences for uploading files. We'll apply these settings to any files you upload to Google Docs. [Learn more](#)

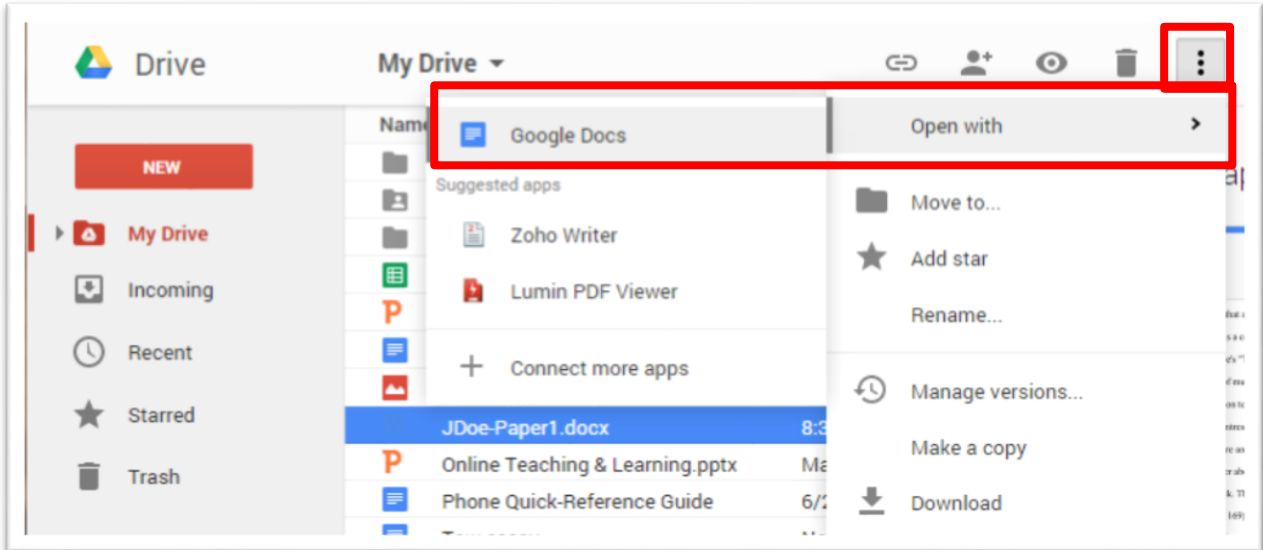
Convert documents, presentations, spreadsheets, and drawings to the corresponding Google Docs format

Convert text from PDF and image files to Google documents

Confirm settings before each upload

[Start upload](#) [Cancel](#)

2. If your paper appears in Google Drive as a Word document, you may convert it through the main Google Drive page. Select the Word document, and click on the More menu at the top. Select "Open With", then select Google Docs. This will convert the document to a Google Doc.



Once the paper is converted to a Google Document, the comments will appear in the right margin.