

Accessing and Responding your File Review in ePortfolio

To access a review

Log in to eWolf and click on your P&T Assessment group (i.e., 2018-19 <College, Discipline> P&T).

Click on **Assignments** and scroll down to the appropriate step (for example, Peer Review Committee). The box will appear grayed out as the deadline for that step has passed. However, the review will be accessible. Simply click on the review to open it up.

To respond to a review

After each review's submission deadline, you have a short window of time to respond to the review. This is an optional response and regardless if you respond or not, the step is date and time sensitive. After the allotted time has passed, you will not be able to respond to that review.

* *Tips & Tricks:* Stay on top of the review dates. Put them in your calendar. This way you know when a review is coming in and you can give yourself time to reply if needed.

To respond, click on the appropriate step. Once it's open you'll have the opportunity to either write directly in the textbox (default option) or to upload a document.



For best practices, it is encouraged to write directly into the textbox. Once you've completed the response, click **Save and Submit**.