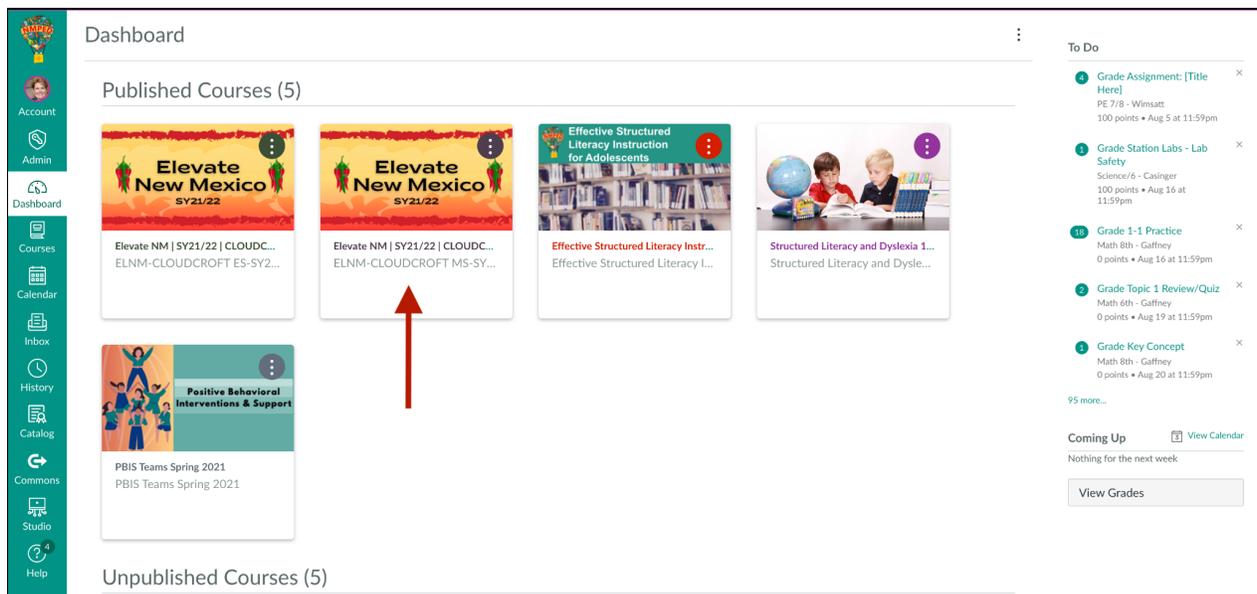# Elevate NM | View/Save/Print Scores & Feedback

General Guidance

It is highly recommended that all teachers frequently check their scores and feedback throughout the entire Elevate NM teacher evaluation process. In fact, notification preferences can be adjusted to receive notifications when scores/feedback have been posted! In addition to the bite-sized video showing how to view/save/print scores and feedback, this document will provide a step-by-step written guide on how to view, save, and potentially print your scores and feedback. It is also highly recommended that teachers save and/or print a final copy at the end of the school year to keep in their records. Lastly, if/when teachers transition from one school to another, it's recommended that teachers save and/or print a copy of all scores/feedback up to the point of their transition to keep for their records and also to potentially provide to their new administrators.
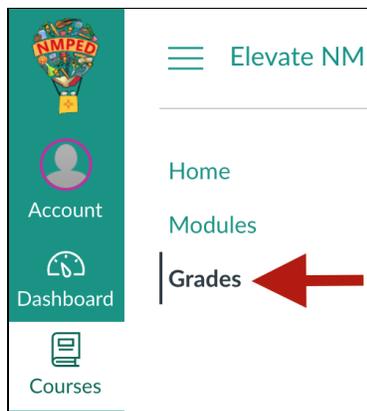
View/Save/Print All Scores & Feedback

- Once logged into nmped.instructure.com, click on the relevant school year's Elevate NM course for your particular school from your **Dashboard**. (Example shown below.)


- Click on **Grades** in the left-hand course navigation sidebar.

- Click the **Show All Details** button in the top right corner of the page. (This expands all rubrics scores and feedback for all components. Please note that the actual content of video and audio comments won't show, but a placeholder showing that there was a video or audio comment along with the date and time stamp and your administrator's name will show.)
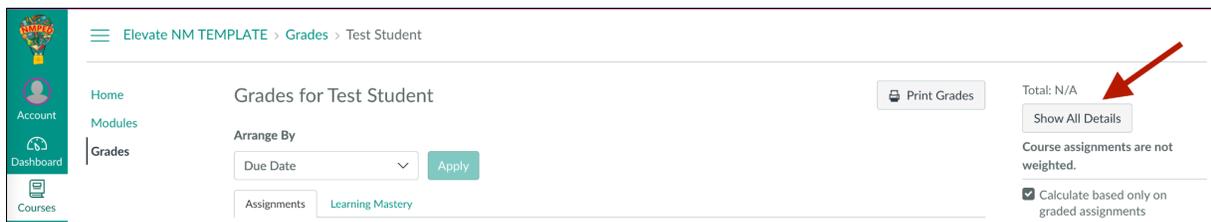
- Click the **Print Grades** button at the top of the page to the left of the **Show All Details** button and follow the directions on your computer.
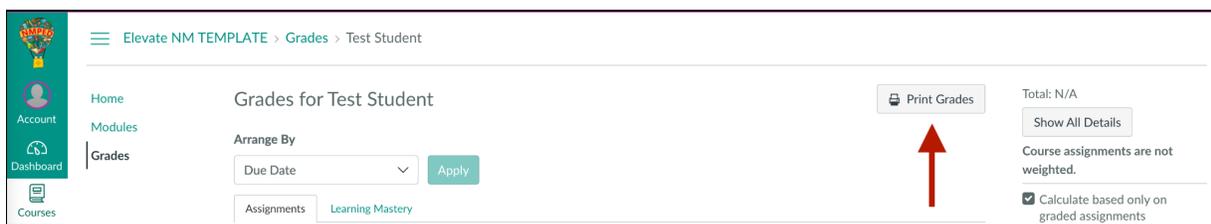
- [Here is an example](#) of what it should look/be like from the template course (with demo users).