The Writing Assistant
The Writing Assistant is a tool that can help you articulate comments to support chosen ratings. You can view, select, place and then edit suggested text.

Steps:
1. Click Writing Assistant hyperlink
2. Click select another competency
3. Select a competency and click on hyperlink
4. Select a descriptor from one of the following columns:
   a. Improve, Needs, Exceeds
   b. Adjust the "positivity" with the + and - buttons
   c. Select a voice 1st person, 2nd
5. Click Place Text button
6. Click Close Window button
7. Modify text as needed in Description dialogue box