

Adding Comments to a Grade Entry

Adding comments to a grade provides a way that Instructors can give additional feedback to Students on their performance. It is also a way Instructors can expand on grading decisions or take notes for future reference or to share with other instructors, TAs, or Graders. Any grade entry can have comments added to it. Comments are entered through the Grade Details page or directly through the Grade Center. Instructors can also include comments in the downloads. This allows instructors to add or edit comments offline, and associate comments with the grade when the column information is uploaded to the Grade Center.

Comments entered in the Feedback to User textbox appear to Students when they access the grades. Comments entered into the Grading Notes textbox cannot be accessed by Students.

Entering Comments through the Grade Center View Spreadsheet

It is necessary to have a grade entered before adding comments. To enter a comment, follow these steps:

1. In the **Full Grade Center**, move the cursor over an entered grade.
2. Click the Action Link, and then select **Quick Comment** from the contextual menu.
3. Enter text into the **Feedback to User** textbox to share with the student.
4. Enter text into the **Grading Notes** textbox for reference. Instructor notes are available to other users such as TAs and Graders who have access to the Grade Center.
5. Click **Submit** to save comments.

Entering Comments through the Grade Details Page

To add a comment, Feedback to User or Instructor Notes, within the Grade Details page, follow these steps:

1. In the **Full Grade Center**, move the cursor over an entered grade.
2. Click the Action Link, and then select **View Grade Details** from the contextual menu.
3. In the **Grade Details** page,
 - o To add a comment for a current grade: in the **Edit** page, enter text and click **Save** to save comments.
 - o To add a comment for an overridden grade: in the **Manually Override** page, enter text and click **Save** to save comments.
4. Click Return to Grade Center.