ADDING FEEDBACK COMMENTS TO A GRADE

Blackboard Learn

Instructors can add comments and attach files to grades they have entered into Blackboard's Grade Center. Students can review this information when viewing their grade's details using the My Grades tool.

ADDING A QUICK COMMENT TO AN EXISTING GRADE

If you have already entered grades for a student, but would like a quick way of adding or revising some feedback to the grade, consider using the Quick Comment command from the grade cell's context-menu.

1. In your course's **CONTROL PANEL**, click the **GRADE CENTER** link. From the list of options that appear, select **FULL GRADE CENTER**.

2. In the Full Grade Center, roll your mouse over the graded cell and click the gray context arrow that appears. In the context menu, select **QUICK COMMENT**.
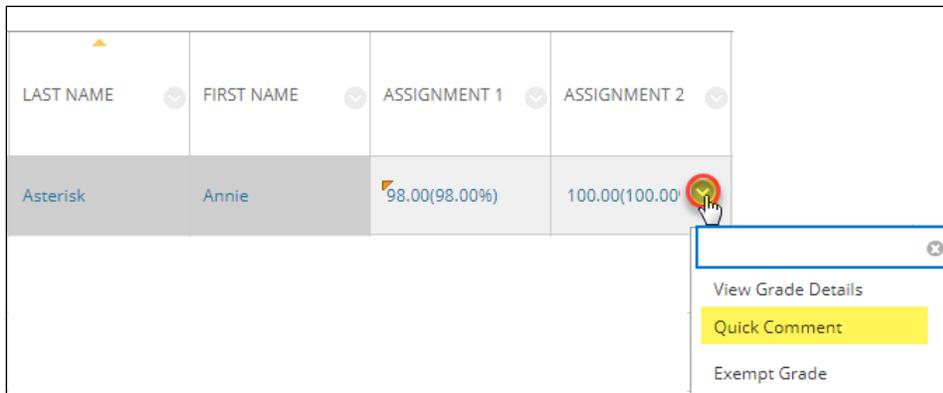
3. A form will appear. In the **FEEDBACK TO LEARNER** box, add comments. If desired, you may add comments to the **GRADING NOTES** panel for your own reference – *students do not see grading notes*. When done, click **SUBMIT** to post the comment.
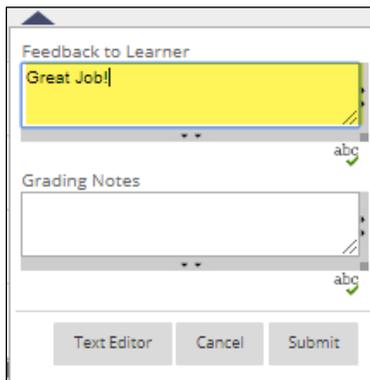
ADDING A COMMENT WHILE GRADING AN ASSESSMENT THROUGH NEEDS GRADING

When you are grading or editing the grade of an assignment, test, or discussion forum that was collected in Blackboard, you have the option of adding a feedback comment to the grade through the inline grading form.

1. In your course's **CONTROL PANEL**, click the **GRADE CENTER** link. From the list of options that appear, select **NEEDS GRADING**.

2. On the Needs Grading page, click the **FILTER** button. Use the filter tools to select the assignment that you want to grade. Then, Click **GO**.

3. A list of available assignments that are ready to grade will appear. Click the **GRADE ALL** button to proceed.

4. You will be taken to the **GRADE** page for the first student. Review the student's work, assign a grade in the **ATTEMPT** window, and leave summary feedback in the **FEEDBACK TO LEARNER** box.

5. When you are done, click the **SUBMIT** button.

HOW STUDENTS VIEW COMMENTS

Students view grades and feedback through the **MY GRADES** tool. Grades with comments display a comment icon. To view feedback, the student clicks the assessment link or comment icon.