

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. Roll your mouse over the graded cell and click the gray context arrow that appears. In the context menu, select **QUICK COMMENT**.

A screenshot of a Blackboard Grade Center table. The table has three columns: "First Name", "Total", and "Assignment 1". The first row shows a student named "Annie" with a total grade of 496.00 and an assignment grade of 100.00. A gray context arrow is visible in the "Assignment 1" cell for Annie. A context menu is open over this cell, showing three options: "View Grade Details", "Quick Comment" (highlighted in yellow), and "Exempt Grade".

First Name	Total	Assignment 1
Annie	496.00	100.00

3. A form will appear, where you can add comments to the student's grade. When done, click **SUBMIT** to post the comment.

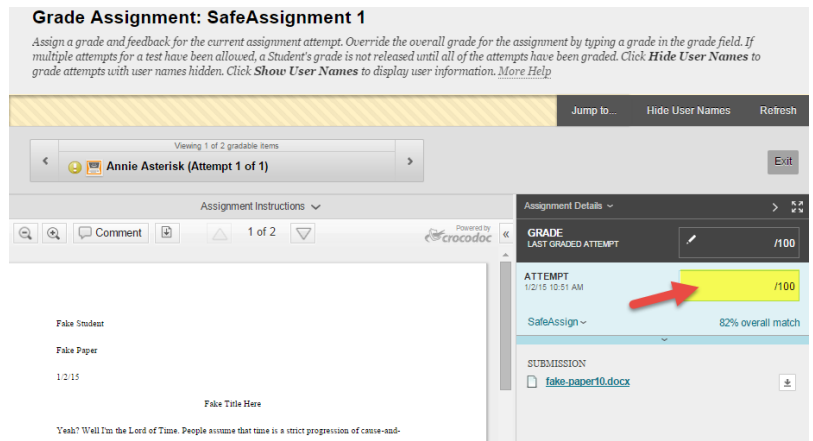
ADDING A COMMENT WHILE GRADING AN ASSESSMENT THROUGH NEEDS GRADING

When you are grading or editing the grade of an assignment that has been collected online (i.e. Blackboard assignment, test, discussion forum, blog, journal, or wiki), you will have the option of adding a feedback comment to the grade through the inline grading form that is provided.

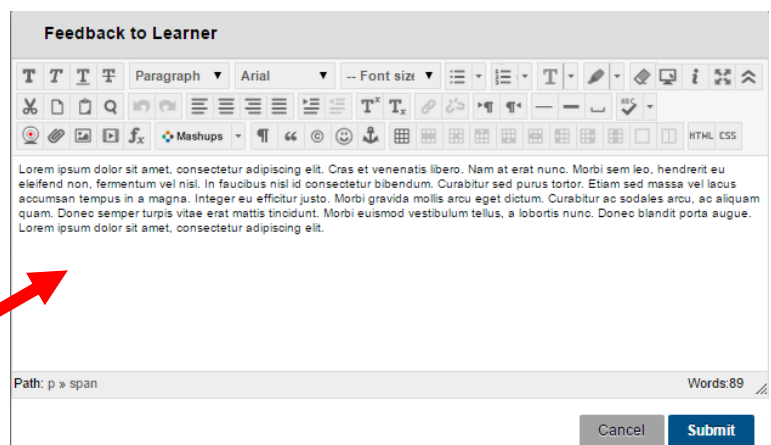
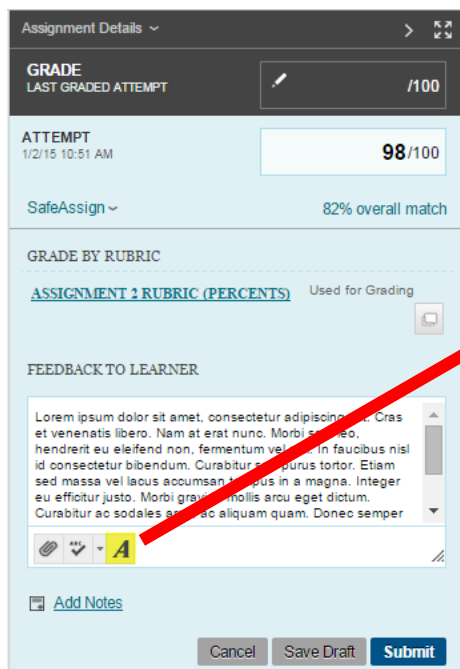
1. In your course's **CONTROL PANEL**, click the **GRADE CENTER** link. If you know that students have submitted work to be graded, choose the **NEEDS GRADING** link.
2. On the Needs Grading page, you will see a list of student work that students have submitted for grading. To begin grading, roll your mouse over the name of a student in the list and click the gray context arrow that appears. In the context menu, click on the **GRADE ALL USERS** link.

- You will then be taken to the student's attempt, where you can review his or her work, assign a grade, and type feedback comments.

On the right-hand side of the page, you will see the in-line grading tool. Click your mouse in the points text-box to view the full grading form.



- You may type your comments in the **FEEDBACK TO LEARNER** text-box directly or click the **A** button to type comments in a content-editor form that provides you additional options for formatting text.



- When you are done, click the **SUBMIT** button to save your comments and post the grade.

HOW STUDENTS VIEW COMMENTS

Students can view their grades and feedback through your course's **MY GRADES** tool. Grades that have comments associated with them will display a blue text-bubble next to it.

My Grades		
ITEM	LAST ACTIVITY	GRADE
Assignment 1 DUE: JAN 8, 2015 Assignment View Rubric	May 29, 2015 2:58 PM GRADED	🗨️ 87.50 /100

To view the comment, a student simply clicks the blue text-bubble icon.

