

ADDING FEEDBACK COMMENTS TO A GRADE



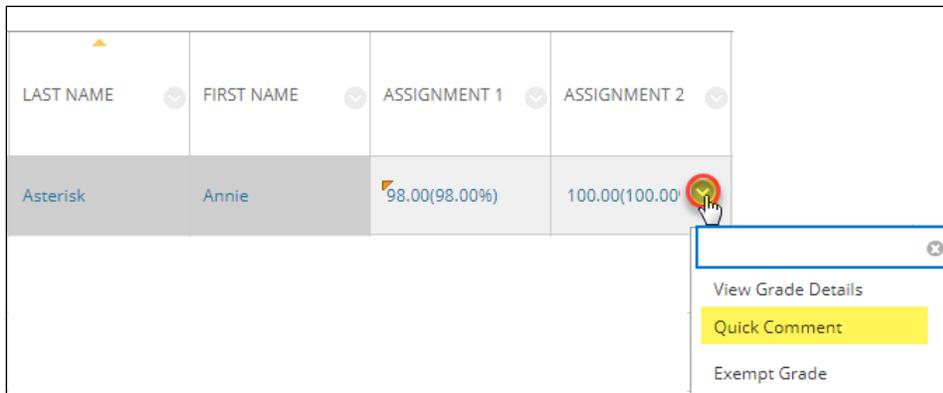
Blackboard Learn

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.

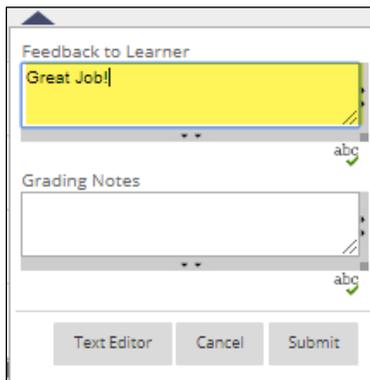
ADDING A QUICK COMMENT TO AN EXISTING GRADE

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**.

The screenshot shows the 'Needs Grading' interface. At the top, there is a 'Grade All' button and a 'Filter' button. Below these are several filter dropdown menus: 'Category' (set to 'Assignment'), 'Item' (set to 'Assignment 1'), 'User' (set to 'All Users'), and 'Date Submitted' (set to 'Any Date'). There is also a 'Go' button and a checkbox for 'Show attempts that don't contribute to user's grade'.

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

The screenshot shows the 'Needs Grading' page with a list of items. A red arrow points to the 'Grade All' button. Below the button, it says '3 of 5 total items match current filter.' A table lists the items with columns for 'CATEGORY', 'ITEM NAME', 'USER ATTEMPT', 'DATE SUBMITTED', and 'DUE DATE'.

CATEGORY	ITEM NAME	USER ATTEMPT	DATE SUBMITTED	DUE DATE
Assignment	Assignment 1	Annie Asterisk	May 29, 2018 10:15:33 AM	May 31, 2018

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.

The screenshot shows the 'Grade' page for a student's attempt. On the left, there is a preview of the student's work, including a reading passage about Lewis Carroll's 'Alice Through the Looking Glass'. On the right, there is a 'Grade' window with a 'SafeAssign' score of 100% overall match. Below the score is a 'Feedback to Learner' box with a green callout that says 'Add comments here.' The feedback text reads: 'For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac). Good job overall, but pay more attention to citation and formatting rules. Please see rubric for more details.' At the bottom right, there are buttons for 'Cancel', 'Save Draft', and 'Submit'.

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.

The screenshot shows the 'My Grades' page. At the top, there are tabs for 'All', 'Graded', 'Upcoming', and 'Submitted'. Below the tabs is a table with columns for 'ITEM', 'LAST ACTIVITY', and 'GRADE'. The table shows a total grade of 401.00 /416 and a specific assignment with a grade of 98.00 /100.

ITEM	LAST ACTIVITY	GRADE
Total		401.00 /416
Assignment 1	Jun 8, 2018 8:59 AM GRADED	98.00 /100