INCLUDING COMMENTS WITH A GRADE ENTRY

You can include comments with a grade to give additional feedback to students on their performances. You can also use comments to expand on grading decisions, take notes for future reference, or share with other instructors, teaching assistants, and graders.

You can include comments with any grade entry. Provide comments during grading, after grading, or while working offline with a downloaded column.

Comments provided in the **Feedback to User** section are visible to students when a grade is made available.

Comments provided in the **Grading Notes** section are for your eyes only. Students and observers will not see these comments.

HOW TO PROVIDE OR EDIT AN ATTEMPT COMMENT FROM THE GRADE CENTER

Attempt comments relate to individual attempts. You can provide them without including a grade.

1. To access the contextual menu for a cell in the grid, move your mouse pointer over the cell.
2. Select **Attempt**.
3. Type comments in the **Feedback to User** or **Grading Notes** sections. Use the content editor functions to format the text and include files, images, links, multimedia, and mashups.
4. Click **Save and Exit** to return to the Grade Center or use the **Save and Next** and **View Previous** functions to navigate through the attempts in the queue.

You can also provide comments on the **Grade Details** page by clicking **View Attempt** or **Edit Grade**.

HOW TO PROVIDE OR EDIT A GRADE COMMENT FROM THE GRADE CENTER

1. To access the contextual menu for a cell in the grid, move your mouse pointer over the cell.
2. Select **Quick Comment**.
3. In the pop-up window, type text-only comments in the **Feedback to User** or **Grading Notes** sections -OR- click the **Text Editor** function to access the full set of features.
4. Click **Submit**.

You can also provide comments on the **Manual Override** tab on the **Grade Details** page when assigning an override grade.