

How to Post a Grade and Feedback to Student's Work

in Grade Center when student's work is collected in hard copy

1. In the column where you plan to give a grade, left click on your mouse into the cell so that an enterable field appears.

Grade Center : Full Grade Center

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Of

Move To Top Email Sort Columns By: Layout Position Order: Ascen

Grade Information Bar Grade Type: **Grade** | Points Possible: **100** | Displayed As: **Score** | Visible to Users: Last Saved: January 8, 2013

Last Name	First Name	Availability	Weighted Total	Total	Paper Number
Sarwar	Demo	Available	--	--	<input type="text" value="Input grade here"/>
York	Testeight	Available	--	--	--

2. Enter the grade you assign to the student for that assignment – based on the type of grading score you have chosen when creating the column – and press Enter.

*NOTE: If you look above the Full Grade Center Chart, there is a Grade Information Bar to remind you of the **Grade Type**, **Points Possible**, and the way it will be **displayed**.

Last Name	First Name	Availability	Weighted Total	Total	Paper Number
Sarwar	Demo	Available	--	92.00	<input type="text" value="92.00"/>

Once you have pressed Enter, the grade is saved and posted.

Last Name	First Name	Availability	Weighted Total	Total	Paper Number
Sarwar	Demo	Available	--	92.00	92.00

3. To enter feedback on the student's work, move your mouse cursor over the grade you just have entered until two downward arrows appear.

Last Name	First Name	Availability	Weighted Total	Total	Paper Number
Sarwar	Demo	Available	--	92.00	92.00

4. Click on the arrow and choose the option to "View Grade Details" to enter feedback.

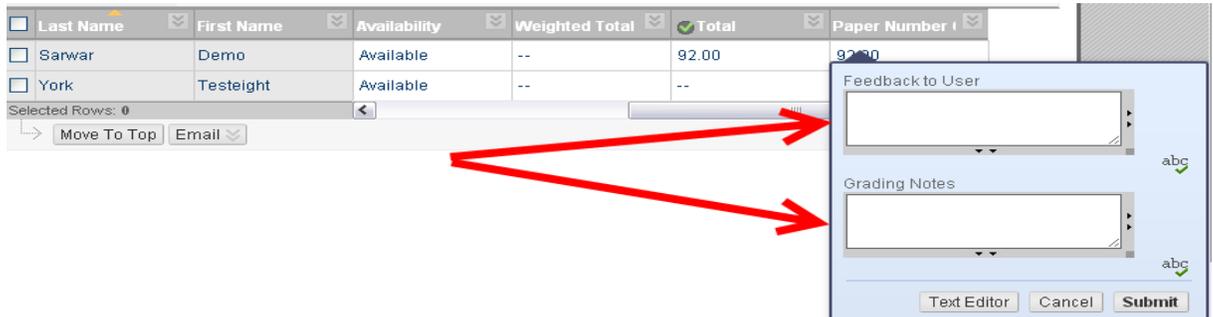
Last Name	First Name	Availability	Weighted Total	Total	Paper Number
Sarwar	Demo	Available	--	92.00	92.00
York	Testeight	Available	--	--	--

Selected Rows: 0

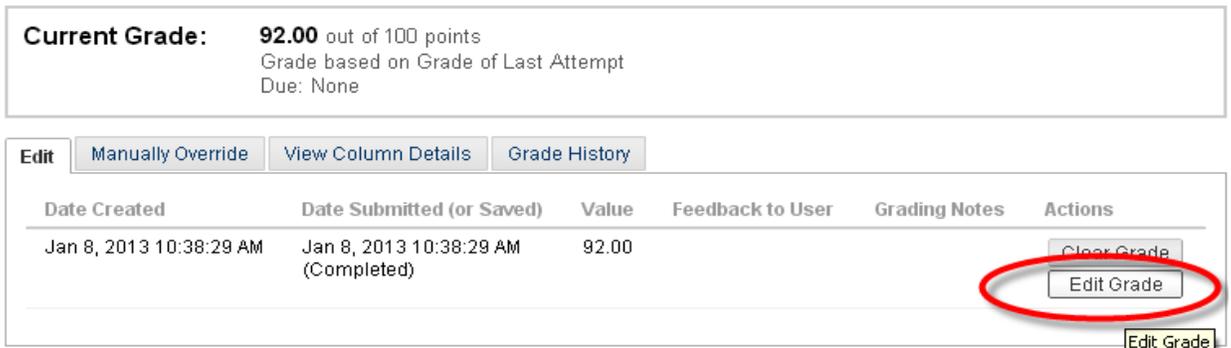
Move To Top Email

- > View Grade Details
- > Quick Comment
- > Exempt Grade

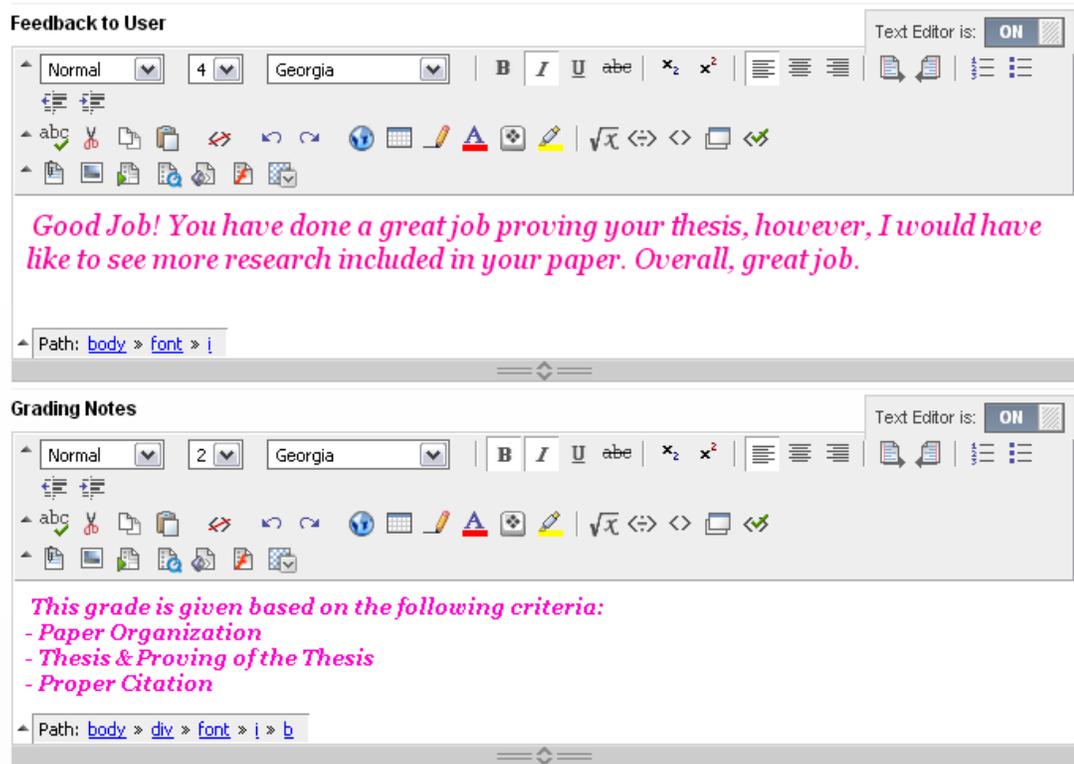
*NOTE: You can also enter feedback by choosing to click the “Quick Comment” option. By doing this, a comment box will appear. Students can only see the message you input in the “Feedback to User” textbox. The message in “Grading Notes” is for you.



5. Once you click “View Grade Details”, click on the button that says “Edit Grade”.



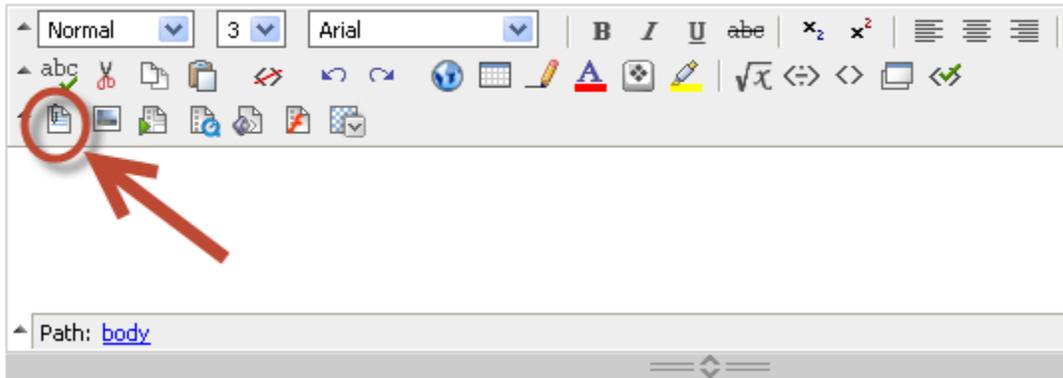
6. A new screen will appear where you will be able to enter feedback into a text box.



*NOTE: Students can only see the message you input in the “Feedback to User” textbox. The message in “Grading Notes” is for you. Both are optional.

7. If you wish, you can also attach a file here by clicking the paper clip icon on the textbox toolbar. **Make sure to click on the icon under “Feedback to User” if you want to send the file to your student.**

Feedback to User



8. Once you have entered your feedback, scroll to the bottom and click the “Save” button.



Once you have clicked “Save”, you will be redirected back to the “Grade Details” screen where a green notification bar will be at the top of the page telling you that the edit was successful.

Edit attempt was successful.