


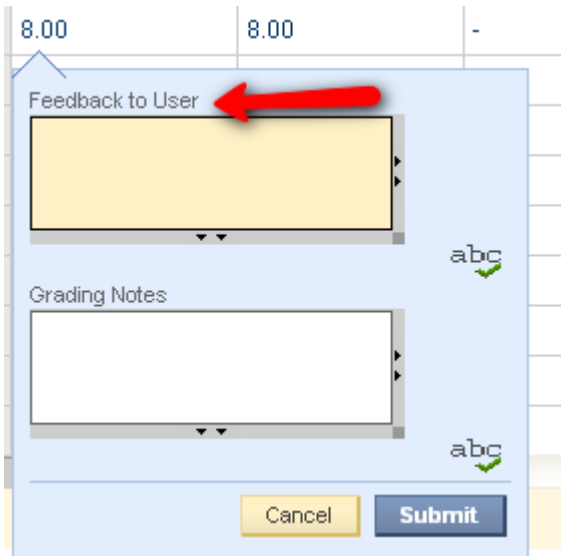


How do I add comments to a grade entry?

You can add comments to any grade entry either from the **Grade Center** page or from the **Grade Details** page. This is a way for you to provide feedback to students and take notes for future reference.


To add comments from the **Grade Center** page,

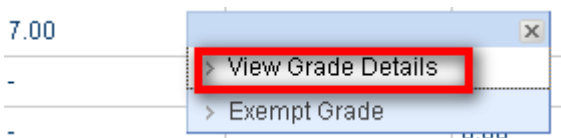
1. Move the cursor over the desired cell.
2. Click the **Action Link**. 
3. Select **Quick Comment**.
4. Add comments to the student in the **Feedback to User** box and notes for yourself in the **Grading Notes** box.



5. Click **Submit**.

To add comments from the **Grade Details** page,

1. Go to **Control Panel > Evaluation > Grade Center**.
2. Place the cursor over the desired cell.
3. Click the **Action Link**. 
4. Select **View Grade Details**.



5. Under **Attempts**, click the **Action Link**  and then select **Edit Grade**

Attempts			
Date Created	Date Last Submitted or Edited	Value	Feedback to User
Nov 13, 2008 6:12:07 PM (Completed)	Oct 2, 2008 12:58:31 PM	54.00	<div style="border: 1px solid blue; padding: 5px;"> x <ul style="list-style-type: none"> > Open Attempt <li style="border: 2px solid red; padding: 2px;">> Edit Grade > Clear Attempt </div>

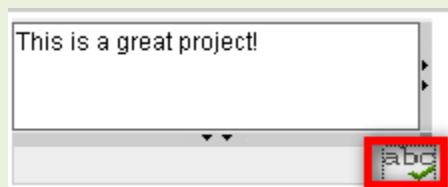
6. Add feedback to students in the **Feedback to User** box and notes for yourself in the **Grading Notes** box.

Value	Feedback to User	Grading Notes
<input type="text" value="54.00"/> <input type="checkbox"/> Exempt user from this item.	<div style="border: 1px solid gray; height: 50px; width: 100%;"></div> <div style="text-align: right; font-size: small;">abc </div>	<div style="background-color: #ffffcc; border: 1px solid gray; height: 50px; width: 100%;"></div> <div style="text-align: right; font-size: small;">abc </div>

7. Click **Save**.

Tips:

1. You may type the feedback in a Word document and copy and paste it into the box.
2. Click the **abc** button to check spelling.



3. For those grade columns that are linked to assignments or assessments, there is no **Quick Comments** selection in the menu. You have to add comments from the **Grade Details** page.