Add a Quick Comment to the Grade

- **Step-by-step**
  - To get started, make sure to be on the Full Grade Center page
  - To be able to provide feedback to a student on a particular grade, hover over a grade cell, for this tutorial a column named Paper 2 will be used. Click on the gray, circular symbol with a downward point white arrow in it, which indicates more options are available. A new menu will appear and click Quick Comment

  ![Click for more options]

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  - A feedback options popup with two multiple-line text fields will appear. The first, **Feedback to User** is used for feedback that the student will see on their My Grades page. The second, **Grading Notes**, is used for feedback that only instructor and assistant roles will be able to view, so that there is an explanation for why something was graded in a certain way (remember, Grading Notes are something students will NEVER see)
You can also, use the text editor feature for feedback. By clicking on the Text Editor button on the feedback options popup, a larger popup area will appear. This new popup shows an extensive editor which includes advanced formatting options and the ability to include different types of media.

Once finished, click the Submit button on the popup.