This handout contains the exact same information as the corresponding Blackboard Learn Grade Center videos which are available at http://www.youtube.com/playlist?list=PLE725371D98B30CFC.

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, you then click Quick Comment.

✓ A feedback option box 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.
✓ You may use the text editor feature for feedback; which also allows you to attach files. **Click** on the Text Editor button on the feedback options box to open the Text Editor. The Text Editor allows advanced formatting options and the ability to include different types of media.

✓ Once finished, **click** the Submit button to save your changes.