

Grading a Manual Column

- 1 Click in the oval to the right of the student that you want to score. Type the score and hit enter.

Ultra-Training-Course

Presentation Points for Meal Plan

11
TO GRADE

Q Search by first name or last name

Student ↕	Grade ↕
Amelia Luckey_PreviewUser	<input type="text" value="1 / 5"/>
Wednesday Addams	<input type="text" value="-- / 5"/>
Captain America	<input type="text" value="-- / 5"/>
George Bailey	<input type="text" value="-- / 5"/>

- 2 Click "Add Feedback" to add written comments to the score.

Ultra-Training-Course

Presentation Points for Meal Plan

10
TO GRADE

Q Search by first name or last name

Student ↕	Grade ↕	Feedback ↕
Amelia Luckey_PreviewUser	<input type="text" value="5 / 5"/>	<input type="button" value="Add Feedback"/>
Wednesday Addams	<input type="text" value="-- / 5"/>	<input type="button" value="Add Feedback"/>
Captain America	<input type="text" value="-- / 5"/>	<input type="button" value="Add Feedback"/>
George Bailey	<input type="text" value="-- / 5"/>	<input type="button" value="Add Feedback"/>
Rocky Balboa	<input type="text" value="-- / 5"/>	<input type="button" value="Add Feedback"/>
Patrick Bateman	<input type="text" value="-- / 5"/>	<input type="button" value="Add Feedback"/>

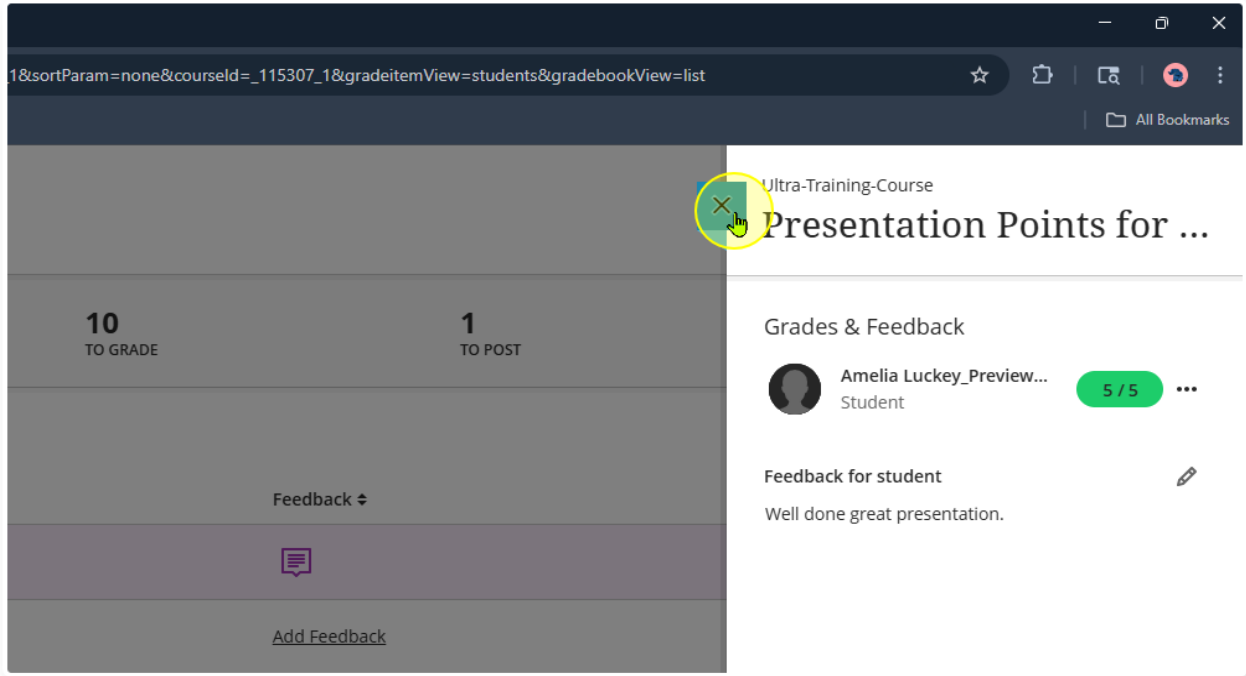
3 Click in the text box. Begin typing your feedback.

The screenshot shows a feedback interface for a course titled "Ultra-Training-Course". The main heading is "Presentation Points for ...". On the left, there are two columns: "10 TO GRADE" and "1 TO POST". Below these columns is a "Feedback" dropdown menu. The first dropdown item is highlighted and shows "Add Feedback". To the right, the "Grades & Feedback" section shows a student profile for "Amelia Luckey_Preview..." with a "5 / 5" grade. Below this is the "Feedback for student" section, which includes a rich text editor toolbar and a text box containing the placeholder text "Students see your feedback when you post grades". A yellow circle highlights the cursor in the text box. At the bottom right of the feedback section are "Cancel" and "Save" buttons.

4 When done, hit save.

This screenshot shows the same feedback interface as the previous one, but now the text box contains the text "Well done great presentation.". The "Save" button at the bottom right is highlighted with a yellow circle, indicating the final step of the process. The rest of the interface, including the student profile and the "Add Feedback" dropdown menu, remains the same.

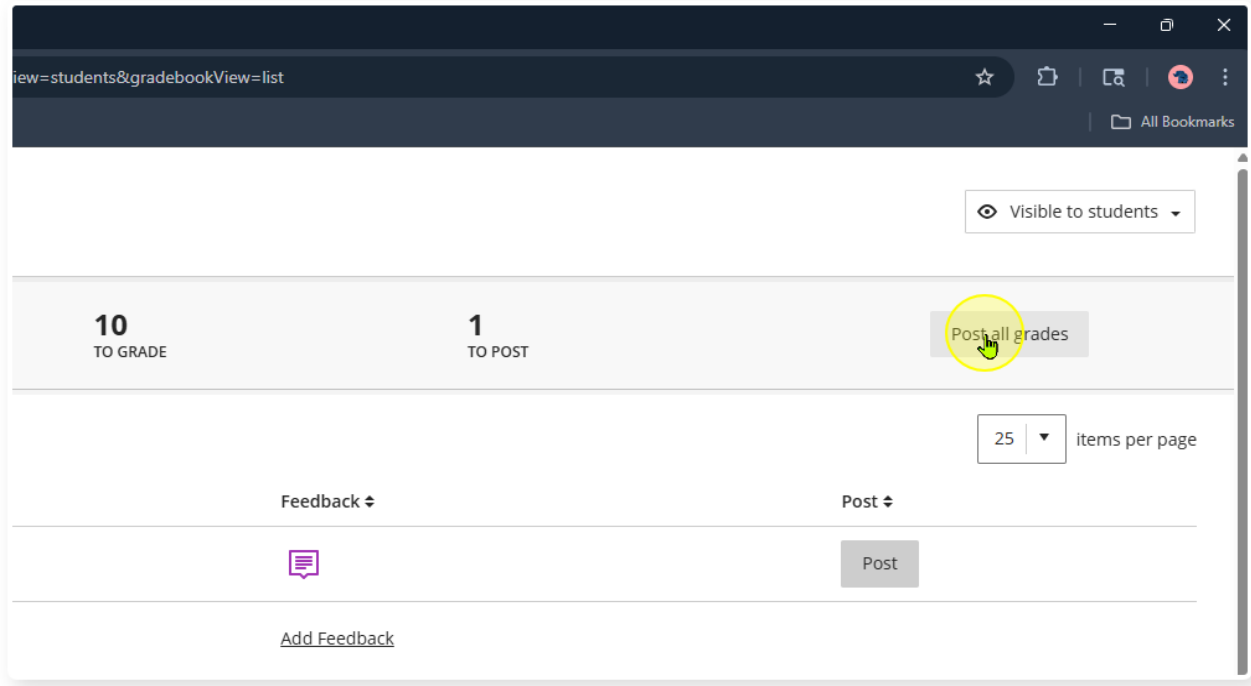
5 Click the blue square with the X to close the panel



6 Repeat the same steps for each student.

Student	Grade	Feedback
Amelia Luckey_PreviewUser	5 / 5	
Wednesday Addams		
Captain America	-- / 5	Add Feedback
George Bailey	-- / 5	Add Feedback
Rocky Balboa	-- / 5	Add Feedback
Patrick Bateman	-- / 5	Add Feedback
Doc Brown	-- / 5	Add Feedback
Ferris Bueller	-- / 5	Add Feedback
Ron Burgundy	-- / 5	Add Feedback
Tommy DeVito	-- / 5	Add Feedback
Katniss Everdeen	-- / 5	Add Feedback

7 Click "Post all grades" when done.



8 Click "Post All Grades" on the Pop Up Menu.

