

Grading a Manual Column with Feedback for One Student

1 Click in the cell for the student in the column you want to grade.

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Search gradebook

Students (3)		In Class Quiz 1	In Class Quiz 2	In Class Quiz 3	*Discussion: T...
Name	Overall Grade	1	3	1	1
Amelia Luckey_Preview...	100%	50	50	15	
student 1	60.11%	50	50	-	-
student 2	60.11%	-	50	-	-

2 Click on "Grade" on the "Grade Details Panel"

*Assignment: T...	Nutritional Ne...	**Application ...	Macronutrie
1	1	1	
			-
-	0	0	-
-	0	0	-

Grade Details

student 1

In Class Quiz 1

<

>

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Grade

Post individual grade

Submission Details

Assessment Feedback

3 Click in the oval to the right of the student want to grade.

Student ↕	Grade ↕
 Amelia Luckey_PreviewUser	50 / 50
 student 1	+ / 50
 student 2	-- / 50

4 Click on "Add Feedback" to the right of the oval to add written feedback.

1
TO GRADE

2
TO POST

Feedback ↕	Post ↕
Add Feedback	Post
Add Feedback	Post
Add Feedback	

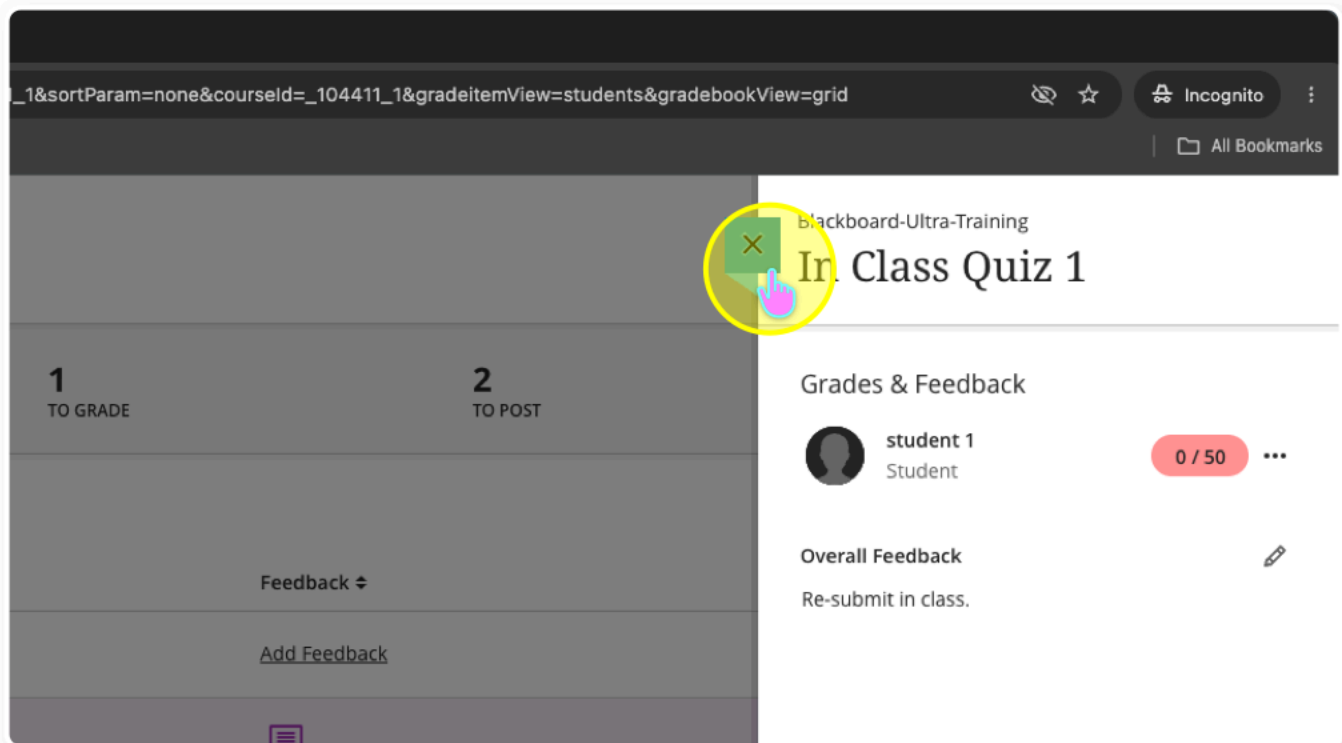
5 Click on "Students see your feedback when you post grades"

The screenshot shows the 'Grades & Feedback' interface for 'student 1'. The left sidebar has a 'Feedback' section with three 'Add Feedback' links. The right panel shows the 'Overall Feedback' text area with the text 'Students see your feedback when you post grades' entered. A yellow circle highlights the text area. Below the text area are 'Cancel' and 'Save' buttons.

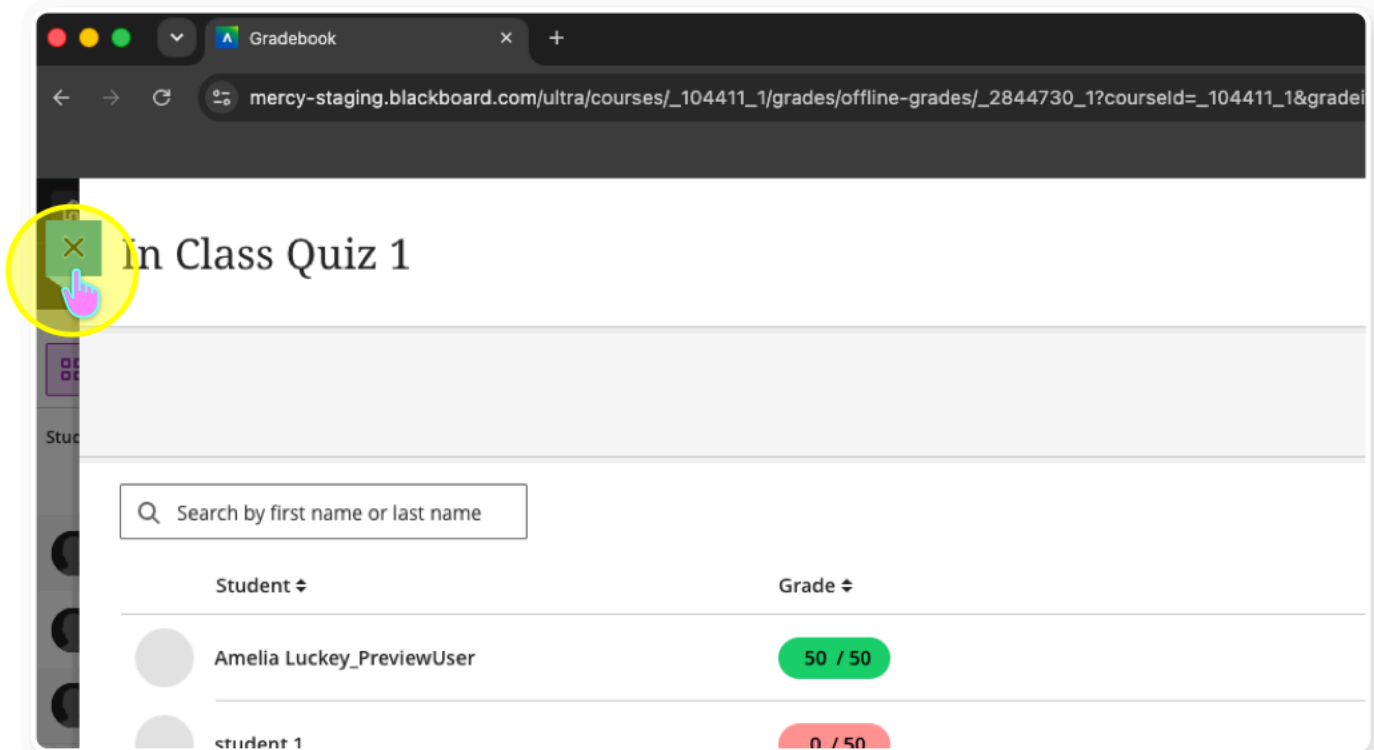
6 Type your feedback and then click on "Save"

The screenshot shows the 'Grades & Feedback' interface for 'student 1'. The left sidebar has a 'Feedback' section with three 'Add Feedback' links. The right panel shows the 'Overall Feedback' text area with the text 'Re-submit in class.' entered. A yellow circle highlights the 'Save' button. Below the text area is a message 'Press FN + Option + F10 to access toolbar options'.

7 Click on the blue square with the X to Collapse the panel.



8 When done click the blue square with the X



9 Then you will be brought back to the “Grade Details” panel.

Class Quiz 4	*Discussion: T...	*Assignment: T...	Nutritional Ne...	**Application
0	1	1	1	1
0	-	-	0	0
0	-	-	0	0

Grade Details

student 1
In Class Quiz 1

0

Grade

Post individual grade

Submission Details

Assessment Feedback

Grader Notes

10 If desired, click on “Grader Notes” to write a note to yourself about the students

Class Quiz 4	*Discussion: T...	*Assignment: T...	Nutritional Ne...	**Application
0	1	1	1	1
0	-	-	0	0
0	-	-	0	0

Grade Details

student 1
In Class Quiz 1

0

Grade

Post individual grade

Submission Details

Assessment Feedback

Grader Notes

11 Then click on “Enter your Feedback”.

Q1	Q2	Q3	Q4
•	•	•	•
-	-	0	0
-	-	0	0

Grade

Post individual grade

Submission Details

Assessment Feedback

Grader Notes

T ... ¶ ↶ ↷ ⌂ ⊕ □

Enter your feedback

Cancel Save

12 Click on “Save” when done.

Assessment Feedback

Overall Feedback

Re-submit in class.

Grader Notes

T ... ¶ ↶ ↷ ⌂ ⊕ □

Did not submit!

Press FN + Option + F10 to access toolbar options

Cancel Save

Accommodations

13 Then click on the X in the top right to close out of the panel.

	In Class Quiz 4	*Discussion: T...	*Assignment: T...	Nutritional Ne...	**Application
	0	-	-	0	0
	0	-	-	0	0
	0	-	-	0	0

Grade Details

X

student 1
In Class Quiz 1

0

GradePost individual grade

Submission Details

Assessment Feedback

Grader Notes

Did not submit.