



## Attaching Feedback to a Grade Item – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Grades tool and HTML editor in D2L. For further information, please contact [elearning@camosun.ca](mailto:elearning@camosun.ca) for assistance.

### Scenario

This tutorial will cover the steps involved when you want to add feedback for students in the Grades tool.

### Steps

1. Go to the **Grades** tool in your course, and make sure you are in the **Enter Grades** area.
2. Click the down arrow next to the grade item you want to add feedback to, and select **Grade All**.

Training Course 03 Course Home My Tools Edit Course

Enter Grades Manage Grades Schemes Settings Help

Import Export Switch to Spreadsheet View More Actions

Note

- Some grade items/categories are not displayed, click Manage Columns to change which items are visible.

View By: User Apply

Search For... Show Search Options

Email

	Last Name ▲, First Name	Presentation 1	Presentation 2	Presentation 3	Subtotal
<input type="checkbox"/>	A_Student, Demo	87.5 %		-%	8.33 / 10, 83.33 %
<input type="checkbox"/>	Student, Training01	72.5 %		-%	8.17 / 10, 81.67 %
<input type="checkbox"/>	Student, Training02	40 %	Exempt	-%	4 / 10, 40 %
<input type="checkbox"/>	Student, Training03	98.75 %	60 %	-%	8.58 / 10, 85.83 %
<input type="checkbox"/>	Student, Training04	62.5 %	90 %	Exempt	7.17 / 10, 71.67 %

50 per page



3. Click the **Feedback** (pencil) icon for whichever student you want to provide feedback.

Grade Item: Presentation 1 ▾






▷ Show details and overall feedback

Users

View By: User ▾ Apply

Show Search Options

[Set Grades](#) [Clear Grades](#) [Add Feedback](#) [Exempt](#) [Unexempt](#) [Email](#)

<input type="checkbox"/>	Last Name ▲, First Name	Grade	Weighted Grade	Scheme	Feedback
<input type="checkbox"/>	A_Student, Demo ▾	<input type="text" value="35"/> / 40	5.83 / 6.67	87.5 %	No feedback provided. 
<input type="checkbox"/>	Student, Training01 ▾	<input type="text" value="29"/> / 40	4.83 / 6.67	72.5 %	No feedback provided. 
<input type="checkbox"/>	Student, Training02 ▾	<input type="text" value="16"/> / 40	4 / 10	40 %	No feedback provided. 
<input type="checkbox"/>	Student, Training03 ▾	<input type="text" value="39.5"/> / 40	6.58 / 6.67	98.75 %	No feedback provided. 
<input type="checkbox"/>	Student, Training04 ▾	<input type="text" value="25"/> / 40	4.17 / 6.67	62.5 %	No feedback provided. 

50 per page ▾

Save and Close Save Cancel



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4. In the **Grade Feedback** pop-up box, type or copy/paste your feedback into the **Feedback** box (the HTML editor). You can also use the **Insert Stuff** or **Quicklink** options (the icons on the top, left) to upload feedback files for your students (they will be stored in Manage Files). Click **Save**. Then click **Save** again once you have finished adding all your grades and feedback for this grade item.

Note that the **Private Comments** box is used to leave comments/information for people in the course who have grading permissions (for example, another instructor, an Instructional Assistant, etc.)

Course Home My Tools Edit Course

Grade Feedback for Demo A\_Student

Feedback

Excellent job!!

Private Comments

Anyone who can grade this activity can see these comments

Save Cancel

## Things to Remember

If you are linking grade items to other activities in D2L, for example the **Assignments** tool, we recommend that you add feedback, or upload feedback files, to those tools themselves, rather than adding them in the Grades tool.



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