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 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**.

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]

[Search For...] 🔍 Show Search Options

📍 Set Grades   📍 Clear Grades   📍 Add Feedback   ⚙ Exempt   ↗ Unexempt   ✉ Email

☐	Last Name ▲ , First Name	Grade	Weighted Grade	Scheme	Feedback	
☐	🚩 A_Student, Demo ⌄	35 / 40	5.83 / 6.67	87.5 %	No feedback provided.	✏
☐	🚩 Student, Training01 ⌄	29 / 40	4.83 / 6.67	72.5 %	No feedback provided.	✏
☐	🚩 Student, Training02 ⌄	16 / 40	4 / 10	40 %	No feedback provided.	✏
☐	🚩 Student, Training03 ⌄	39.5 / 40	6.58 / 6.67	98.75 %	No feedback provided.	✏
☐	🚩 Student, Training04 ⌄	25 / 40	4.17 / 6.67	62.5 %	No feedback provided.	✏

50 per page ⌄

[Save and Close] [Save] [Cancel]

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.)

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.