



## 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 or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

### 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 **Enter Grades**.

The screenshot displays the D2L Grades tool interface. At the top, there are tabs for 'Enter Grades', 'Manage Grades', and 'Schemes'. Below the tabs are buttons for 'Import', 'Export', 'Export to SIS', 'Switch to Spreadsheet View', and 'More Actions'. A 'Note' section indicates that some grade items/categories are not displayed and can be hidden or shown using the 'More Actions - Hide/Show Columns' option. The 'View By' dropdown is set to 'User', and there is a search bar with 'Search For...' and a 'Show Search Options' link. Below this is an 'Email' icon and a table of grade items. The table has columns for 'Last Name', 'First Name', 'Final Grades', 'Participation', and 'Final Grades'. The 'Participation' column has a dropdown arrow, which is highlighted with a red box and a red arrow. A dropdown menu is open, showing options: 'Properties', 'Edit', 'Enter Grades', 'View Statistics', and 'View Event Log'. The 'Enter Grades' option is highlighted with a red box. At the bottom of the table, there is a '20 per page' dropdown.



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





### Grade Item: Participation ▾

▶ [Show details and overall feedback](#)

#### Users

View By:

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

<input type="checkbox"/>	Last Name ▲, First Name	Grade	Weighted Grade	Scheme	Feedback
<input type="checkbox"/>	Student, Training01 ▾	<input type="text" value="3"/> / 10	1.5 / 5	NC	No feedback provided. 
<input type="checkbox"/>	Student, Training02 ▾	<input type="text" value="5"/> / 10	2.5 / 5	NC	No feedback provided. 
<input type="checkbox"/>	Student, Training03 ▾	<input type="text" value="8"/> / 10	4 / 5	COM	No feedback provided. 
<input type="checkbox"/>	Student, Training04 ▾	<input type="text" value="9"/> / 10	4.5 / 5	DST	No feedback provided. 

50 per page ▾



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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, middle) 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.)

The screenshot shows a pop-up window titled "Grade Feedback for Training01 Student". It contains two text editors. The top editor, labeled "Feedback", has a toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, insert stuff, quicklink, and link. A red box highlights the "insert stuff" and "quicklink" icons. The text "Excellent job!" is entered in this editor. The bottom editor, labeled "Private Comments", has a similar toolbar and is currently empty. A red arrow points from the "Save" button at the bottom left to the "Private Comments" editor. The "Save" button is highlighted with a red box.

## 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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