

How do I add feedback in the gradebook?

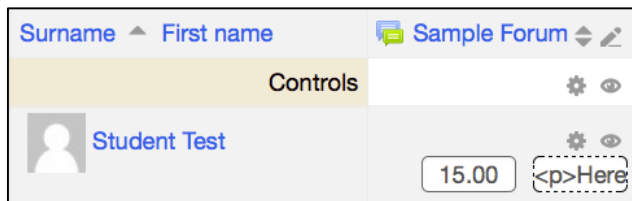
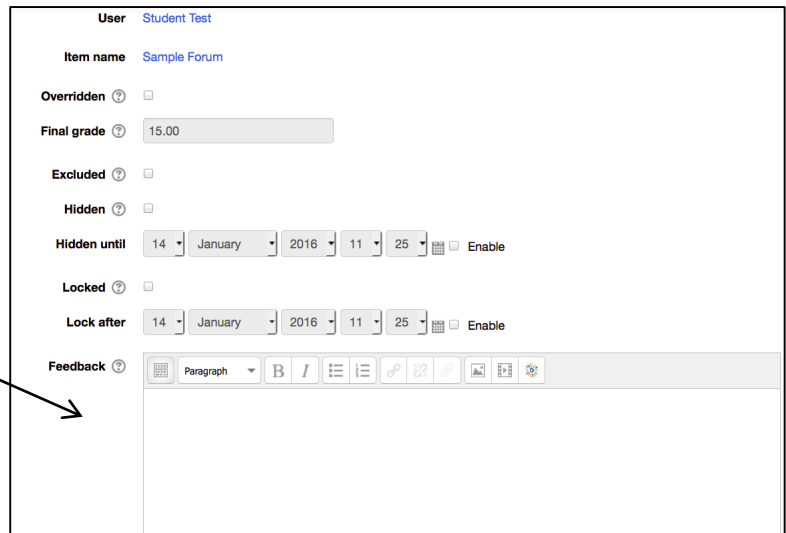
To add feedback on a grade item or to add private feedback to a student on a discussion forum, go to the gradebook. Be sure you are in the Grader report view. Turn editing on.



In this example, I wish to add some private feedback to the student for this discussion forum. I could simply click the dotted box and type in my comments.

However, that is a bit cumbersome, as you cannot see everything you typed. If you click the cogwheel directly above the dotted box, this will allow you to edit the grade.

Now you will see an expanded view of the grade settings. Use the feedback box to type in your comments. When finished, click Save changes.



When you return to the Grader report, you can see the feedback has been added. The student will be able to view this feedback in the user report.