

## Adding Comments to a Grade Entry

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### Overview

Adding comments to a grade provides a way that Instructors can give additional feedback to Students on their performance. It is also a way Instructors can expand on grading decisions or take notes for future reference or to share with other instructors, TAs, or Graders.

Any grade entry can have comments added to it. Comments are entered through the Grade Details page or directly through the Grade Center. Comments entered in the Feedback to User textbox appear to Students and Observers when they access the grades. Comments entered into the Instructor Notes textbox cannot be accessed by Students or Observers.

### Entering Comments through the Grade Center View Spreadsheet

It is necessary to have a grade entered before adding comments. To enter a comment, follow these steps:

1. In the Grade Center Action Bar, move the cursor over an entered grade.
2. Click the Action Link, and then select **Add Comment** from the contextual menu.
3. Enter text into the **Feedback to User** textbox to share with the student.
4. Enter text into the **Instructor Notes** textbox for reference. Instructor notes are available other users such as TAs and Graders who have access to the Grade Center.
5. Click **Submit** to save comments.

### Entering Comments through the Grade Detail page

To add a comment, Feedback to User or Instructor Notes, within the Grade Details page, follow these steps:

1. In the Grade Center, move the cursor over an entered grade.
2. Click the Action Link, and then select **Grade Detail** from the contextual menu.
3. In the Grade Detail page, in the **Actions** Column, click **Edit Attempt**. Or, in the Current Grade area, click **Edit Override**. Textboxes will now appear for both the Instructor Notes and Feedback to User.
4. Enter text and click **Save** in the **Actions** Column.



**Note:** The current Override grade and comments, or the current Attempt grade and comments—if no Override grade exists, will display to the Student and Instructor. All grades and comments added through the Grade Center page after an Override grade and comments have been entered through the Grade Details page will be considered an Override.