Adding comments to a grade is a method for instructors to give additional feedback to students regarding their performance. Any grade entry in the Grade Center may have comments added to it. Feedback to User comments are visible to students when they access their My Grades area. Grading Notes are not visible to students, but may be useful for sharing grading decisions among multiple course instructors. Comments are added through the Grade Center Spreadsheet View or the Grade Details page.

**Entering Comments through the Spreadsheet View**

1. In the Control Panel menu, click on the Evaluation button to expand the menu. Then, click on Grade Center.

2. On the Grade Center screen that appears, locate the student and specific grade item for which a comment is desired.

**NOTE:** It is necessary to have a grade entered before a comment can be added.

3. Move the cursor to the right of the entered grade and click the Action Menu button then choose Quick Comment.
4. In the pop-up window, enter **Feedback to User** and **Grading Notes** as desired. Information included in the Feedback to User box is visible only to the student to which feedback is being submitted. Grading Notes is for instructor view only and is not displayed to the student.

5. After entering the feedback, use the Spell Check feature if desired. This is done by clicking the **ABC** button.

6. When finished, click **Submit**.

**Entering Comments through the Grade Detail page**

1. In the Control Panel menu, click on the **Evaluation** button to expand the menu. Then, click on **Grade Center**.

2. Move the cursor to the right of the entered grade and click the **Action Menu** button.

3. In the **Action Menu**, click **View Grade Detail**.
4. In the Grade Details screen, click the Override button under the Current Grade Value section. **Note:** Any existing comments will be overwritten. If you wish to modify existing comments, use the following steps instead.

-OR-

Click Edit Grade in the Attempts section.

<table>
<thead>
<tr>
<th>Attempts</th>
<th>Date Created</th>
<th>Date Last Submitted or Edited</th>
<th>Value</th>
<th>Feedback to User</th>
<th>Grading Notes</th>
</tr>
</thead>
</table>

5. Enter comments to share with the student in the Feedback to User textbox.

6. In the Grading Notes textbox, enter internal instructor notes. These will not be displayed to the student.

7. Click Save when finished.