

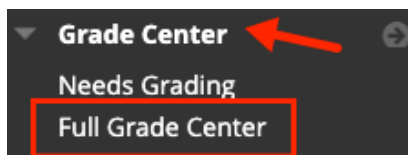
GRADE CENTER

QUICK COMMENTS/FEEDBACK

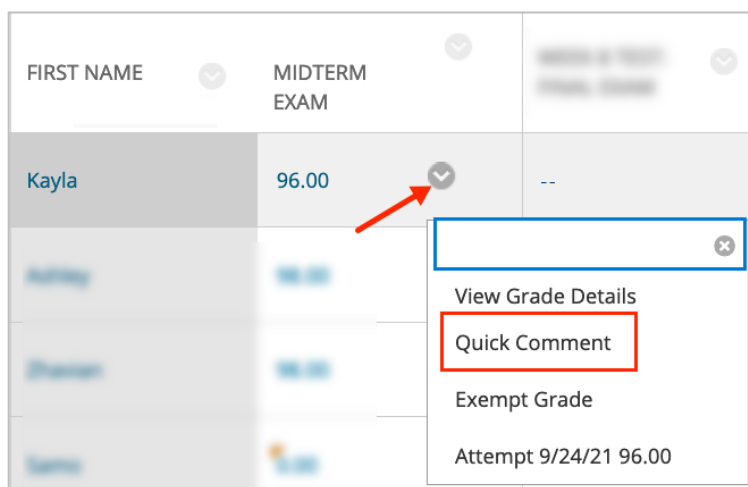
Instructors can leave feedback to students via the Grade Center quick comment feature. Up to 1,000 characters can be left. Quick comments can be left for tests that ulearn auto corrects or for manually turned in assignments as you're grading them in ulearn.

Instructions

1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.



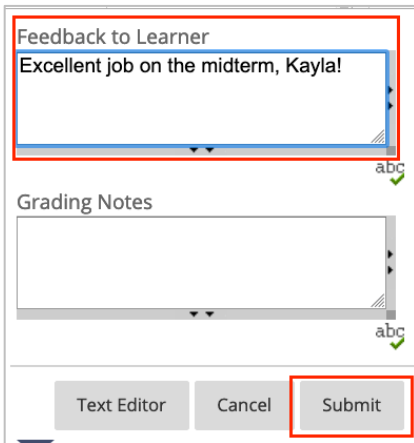
2. Locate the column for the assignment and then the grade cell for the student in which you wish to leave a quick comment for. There needs to be a grade in the cell for that student. Enter a grade first and then click **Quick Comment** from the **down arrow** in the student's grade cell.



3. Type your comment to the student in the **Feedback to Learner** box. You can leave Grading Notes (only seen by the instructor) if desired. Click **Submit** when done. Only up to 1,000 characters can be entered.

GRADE CENTER

QUICK COMMENTS/FEEDBACK



Feedback to Learner
Excellent job on the midterm, Kayla!

Grading Notes

Text Editor Cancel **Submit**

4. Repeat steps for additional quick comments.