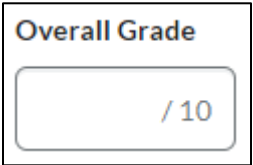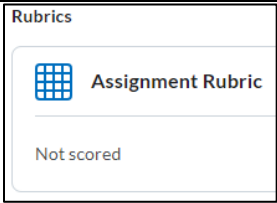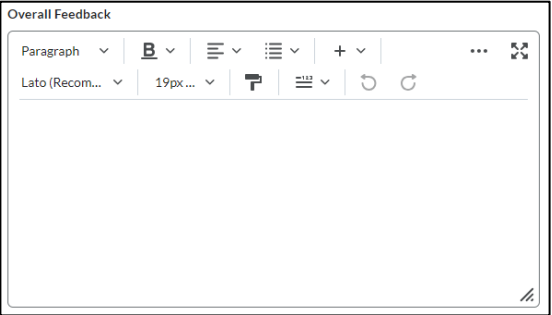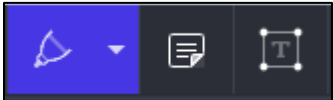# Grade & Add Feedback in Brightspace
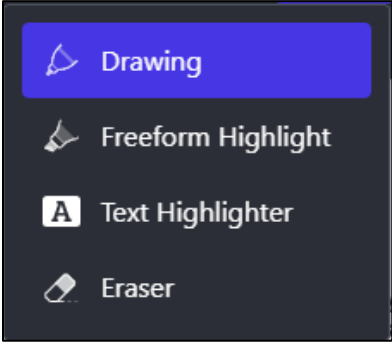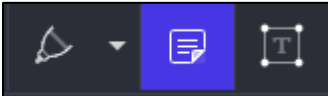
Objectives

By following the guide, you will be able to:

Part 1: Understand the Different Types of Feedback in Brightspace
Part 2: Grade and Add Feedback to an Assignment Submission
Part 3: Grade and Add Feedback to a Discussion Post
Part 4: Grade and Add Feedback to a Quiz Submission
Part 5: Grade and Add Feedback from your Gradebook

Part 1: Understand the Different Types of Feedback in Brightspace

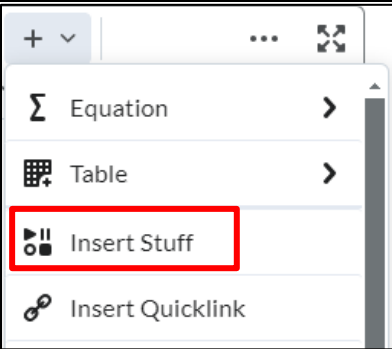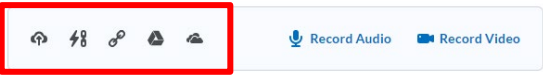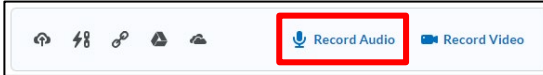| Type of Feedback	What does it look like?
Score: Available in Assignments, Discussions, Quizzes, and Grade Items.	
Rubrics: Available to attach in Assignments, Discussions, and Grade Items.	
Text: Available in all Brightspace tools including Announcements, Content, Assignments, Discussions, Quizzes, and Grade Items.	
Inline Annotation Tools: Drawing Tool Available in Assignments with file submissions. • Click the tool once to turn ON (highlighted in blue), Click the tool again to turn it OFF (highlighted in grey). The drawing tool allows you to change the color, transparency, and sizing of your drawing, and highlighting. • You can also select from drawing, freeform highlighting, a text highlighter and eraser.	

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	Drawing **Freeform Highlight** **A** Text Highlighter **Eraser**
Inline Annotation Tools: Note Available in Assignments with file submissions. • Click the tool once to turn ON (highlighted in blue), Click the tool again to turn it OFF (highlighted grey). The note tool allows you to add notes in different colors as well as common proofreading symbols.	
Embedded Video Note: Available using the 'Insert Stuff' button and selecting 'Add Video Note'.	+ ∨ ⋯ ⤢ Σ Equation > ⊞ Table > ▷‖ Insert Stuff 🔗 Insert Quicklink
Add a File: Allows you to attach a downloadable file. These icons allow upload of a file, link to an existing activity, attach a weblink, upload from Google Drive, or upload from OneDrive. • Caution: Does not display in Grades. It is strongly recommended to use the Insert Stuff button instead.	🎤 Record Audio 📹 Record Video
Record Video: Allows you to record video directly in Brightspace that is attached as a downloadable video file. • Caution: Does not display in Grades. It is strongly recommended to use the Insert Stuff button instead.	🎤 Record Audio 📹 Record Video
Record Audio: Allows you to record audio directly in Brightspace that is attached as a downloadable audio file. • Caution: Does not display in Grades. It is strongly recommended to use the Insert Stuff button instead.	🎤 Record Audio 📹 Record Video

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Part 2: Grade and Add Feedback to an Assignment Submission

1. Click **Course Tools**.
2. Select **Assignments**.
3. Click the link to the specific assignment.
4. Scroll down to view the submissions.
5. Click the link if there is an attachment or click **Go to Evaluation** on the far-right.

6. Use the evaluation panel and annotation tools to provide a variety of feedback.

7. The feedback is viewable by the student in Assignments or in Grades.

From Assignments:

Assignment 1 (File Submission)	1 Submission, 1 File	10 / 12	Feedback: **Unread**

From Grades:

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| Assignment 1 (File Submission) | 10 / 12 | View Inline Feedback for CI 584 mid-term_JaneAusten.doc |

Part 3: Grade and Add Feedback to a Discussion Post

Public Feedback in Discussions

To provide feedback viewable by all students, post a reply to the thread.

1. Click **Course Tools**.
2. Select **Discussions**.
3. Click the link to the specific discussion thread.
4. Click **Reply to Thread.**
5. Type your reply in the text box.
6. To add additional feedback
7. Scroll down and click **Add Attachments** to 'Upload' a file or 'Record' Video or Audio.
8. When ready, scroll down and click **Post**.

9. Attachments will appear within the thread.

Private Feedback in Discussions

To provide feedback private to an individual student, use the assess function.

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Refer to the [Managing & Grading Discussions](#) guide for multiple options to view and grade discussions.

1. First, make sure that the discussion is set to be assessed with a score and don't forget to connect it to a grade item. Refer to the [Create a Discussion in Content](#) guide for help.
2. To begin grading, click the dropdown arrow next to the discussion topic link.
3. Select **Assess Topic** in the dropdown menu.
4. From the **Users** tab, click the link, **Topic Score**, below each name;
   Or from the **Assessments** tab, click the link on the student's name.
5. Use the 'General Feedback' textbox to provide a score, an embedded Video Note or text.

6. The Feedback is viewable by the student in Grades (must be attached to a grade item).

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Discussions   100 %

Untitled   1 / 1   100 %   Overall Feedback

Great work on your forum! You've explained how F2F is beneficial, but also the relevant challenges! Keep up the great work as we head into the next module!

Attached Files

video feedback.
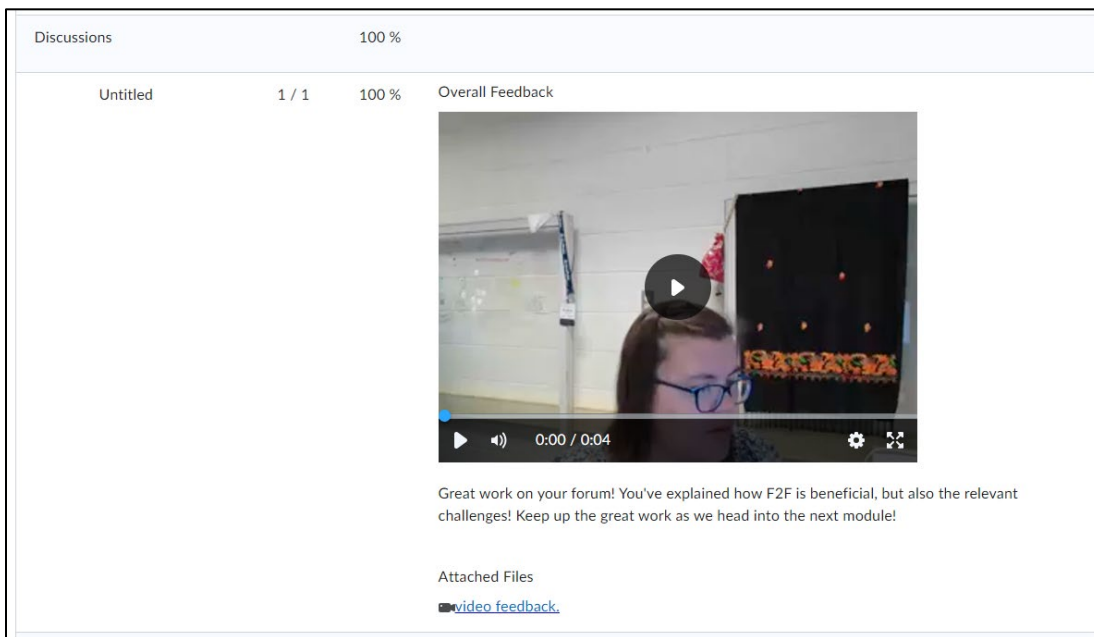
Part 4: Grade and Add Feedback to a Quiz Submission

Very Important: For Quiz feedback to be viewable for students, you must set the Submission View to 'Show all questions with user responses'. See Part 4 of Manage Quiz Submission Views guide for additional instructions.

1. Click **Course Tools**.
2. Select **Quizzes**.
3. Click the dropdown arrow next to the specific quiz.
4. Select **Grade**.
5. Select the appropriate tab view (Users, Attempts, or Questions) to best meet your grading needs.
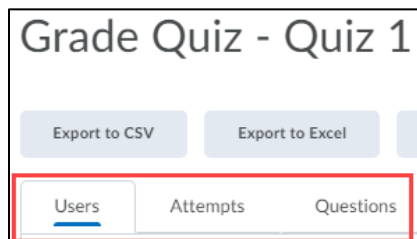
6. Located above the 'Quiz Results,' use the 'Attempt Feedback' box to provide overall feedback to the student.

Instructor's View	Student's View (when viewing the quiz attempt)

7. Under each individual question, click the **Expand question feedback** link to enter specific feedback.

8. The question feedback can be entered when the quiz was created or during grading while reviewing the student's submission.
   a. **Note:** You must set up the quiz to show students the questions (with or without answers) for them to see the feedback on the quiz question.

Instructor's View	Student's View (when viewing the quiz attempt)

9. When finished entering feedback, make sure to click the **Publish** button in the bottom-right corner.

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10. The Feedback is viewable by the student in Quizzes. Refer students to the following guide: For Students: View a Graded Quiz and Review Feedback.

Quiz 1 ⌄	Feedback: On Attempt	1 / 1

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Part 5: Grade and Add Feedback from your Gradebook

1. Click **Grades**.
2. From the Enter Grades tab, go to the specific grade item.
3. Click the dropdown arrow next to the grade item name.
4. Select **Enter Grades**.
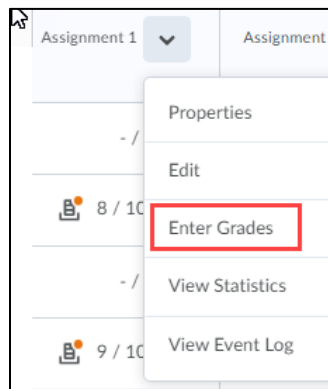
5. Scroll down to view a list of your students.
6. To provide text or an embedded Video Note, click the pencil icon to the far-right of the student's row. (Note: This feedback option can be used with any grade item type, including a text-based grade item.)

7. Use the 'Feedback' textbox to provide text feedback or an embedded Video Note that you record right in Brightspace.

8. Click **Save** when finished.

9. The Feedback including the embedded Video Note is viewable by the student in Grades.

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