

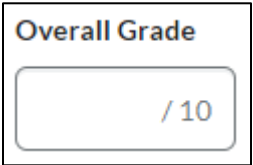
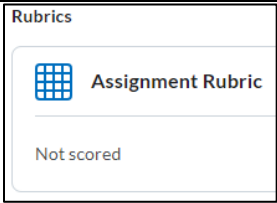
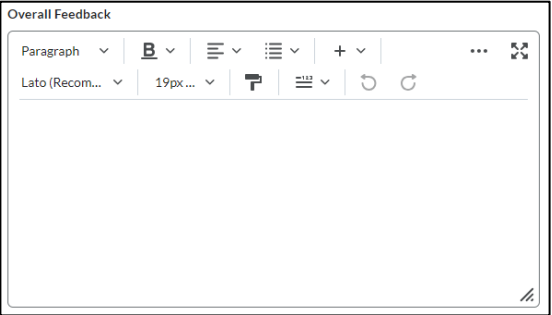
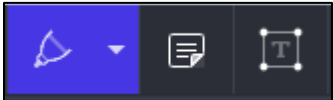
Grade & Add Feedback in Brightspace

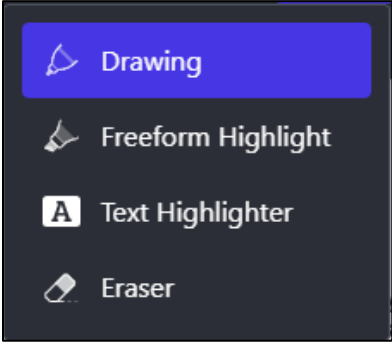
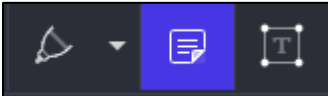
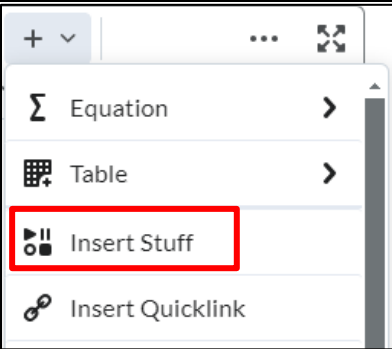
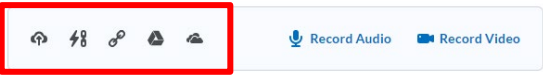

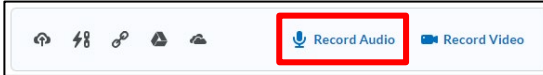
Objectives

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. <ul style="list-style-type: none">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.	

	
<p>Inline Annotation Tools: Note</p> <p>Available in Assignments with file submissions.</p> <ul style="list-style-type: none"> 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. 	
<p>Embedded Video Note: Available using the 'Insert Stuff' button and selecting 'Add Video Note'.</p>	
<p>Add a File: Allows you to attach a downloadable file.</p> <p>These icons allow upload of a file, link to an existing activity, attach a weblink, upload from Google Drive, or upload from OneDrive.</p> <ul style="list-style-type: none"> Caution: Does not display in Grades. It is strongly recommended to use the Insert Stuff button instead. 	
<p>Record Video: Allows you to record video directly in Brightspace that is attached as a downloadable video file.</p> <ul style="list-style-type: none"> Caution: Does not display in Grades. It is strongly recommended to use the Insert Stuff button instead. 	
<p>Record Audio: Allows you to record audio directly in Brightspace that is attached as a downloadable audio file.</p> <ul style="list-style-type: none"> Caution: Does not display in Grades. It is strongly recommended to use the Insert Stuff button instead. 	

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.

<input type="checkbox"/>	ZZStudent, ZZDemo	Go to Evaluation
Published		
	Reflective Exercises.docx (19.81 KB)	Jun 4, 2024 7:58 AM

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
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From Grades:

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**.

The screenshot shows a discussion reply form. At the top, there's a title bar "F2F Feedback" with a red box around the "Insert Stuff: Embedded Video Note" button. Below this is a rich text editor toolbar with various icons. A red box highlights the "Text, feedback" button in the toolbar. The text area contains the text: "Hi DS! This is a great start! You've identified areas for improvement will providing specific examples for the value of F2F feedback." Below the text area, there's a "22 Words" counter and a "Add original post text" link. Further down, there are checkboxes for "Post as Anonymous" and "Subscribe to this thread". At the bottom, there's a section for attachments with a red box around the "Downloadable Attachments" link. Below this link, it says "Drop files here, or click below!" and there are three buttons: "Upload", "Record", and "Choose Existing".

9. Attachments will appear within the thread.

The screenshot shows a discussion post by Heidi Jung. The post text is: "Thank you for your post, Jane. You helped kick off a great discussion on this important topic." Below the text, there's a red box around an audio attachment link: "Audio Feedback for Jane.ht... (492 Bytes)".

Private Feedback in Discussions

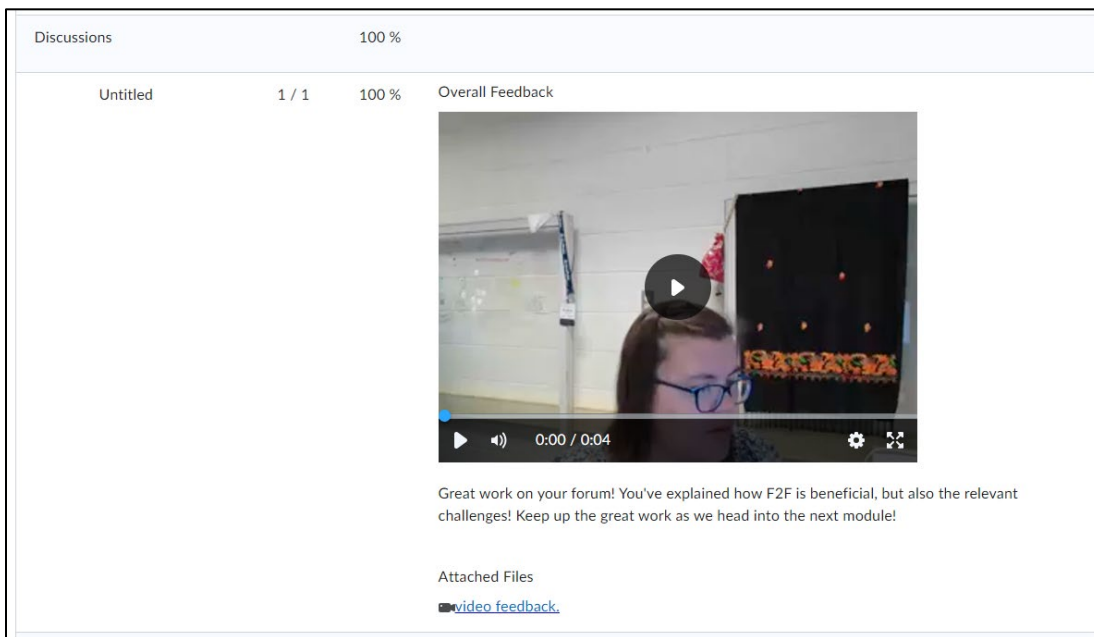
To provide feedback private to an individual student, use the assess function.

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.

The screenshot shows the Brightspace grading interface for a discussion topic. It includes an 'Overall Grade' field with a dropdown arrow, a 'Score Feedback' label, an 'Overall Feedback' text area with a rich text editor toolbar, and an 'Attachments' section. Red boxes and arrows highlight key features: the 'Overall Grade' field, the 'Score Feedback' label, the 'Overall Feedback' text area, the 'Attachments' section, and the 'Downloadable Feedback' label.

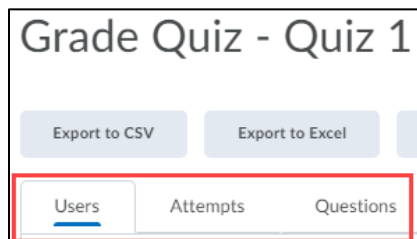
6. The Feedback is viewable by the student in Grades (must be attached to a grade item).



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)

<div> <div>Attempt Feedback</div> <div> <div>Insert Stuff Embedded Video</div> <div> <div>Text Feedback</div> </div> </div> </div>	<div> <div>Quiz Submissions - Quiz 1</div> <div>Bram Stoker (username: hljung_student5)</div> <div>Attempt 1</div> <div>Written: Sep 28, 2020 3:53 PM - Sep 28, 2020 4:03 PM</div> <div>Attempt Feedback</div> <div>You are on track. Make sure that you review Chapter 2 before questions, please see me.</div> </div>
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7. Under each individual question, click the **Expand question feedback** link to enter specific feedback.

Question 4

Question 4. Which tool do you enjoy most in your learning management system?

I've been using Brightspace to create a strong community of learners in my course Discussions area to share different perspectives on thought provoking questions.

Save Time

4:03 PM

Score

0 / 1 (graded by Heidi Jung)

Expand question feedback

question feedback has been set

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)
<div> <div>Collapse question 1 feedback</div> <div>Feedback</div> <div> <div>Paragraph</div> <div>B I U A</div> <div>Lato (Recom...</div> <div>19px ...</div> <div>P</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> </div>	<div> <div>Question 3</div> <div>Question 3. How do you use our learning management system to s</div> <div>I've been using Brightspace to create a strong community of learn to introduce students to each lesson. Students then complete a sn how the information relates to their current experiences. We then share different perspectives on thought provoking questions. then to create effective courses and assessments.</div> <div> <div>Hide Feedback</div> </div> <div>You provide a good perspective in your answer. Nice job.</div> </div>

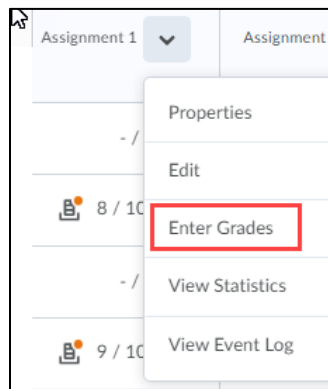
9. When finished entering feedback, make sure to click the **Publish** button in the bottom-right corner.

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.)

<input type="checkbox"/>	Last Name ▲, First Name	Grade	Feedback
<input type="checkbox"/>	Austen, Jane ▼	Meeting Expectations	No feedback provided. 

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.

Participation	Meeting Expectations	Overall Feedback
		<p>Your level of participation in class is very good. Keep up great work.</p> 