

## Attaching a feedback file to a grade item



If you would like to attach a feedback file (MS Word doc, PDF, etc.) to a student's mark in the gradebook, follow the steps below.

From your module/unit homepage, navigate to the Course Tools drop-down menu and select Grades. (Figure 1)

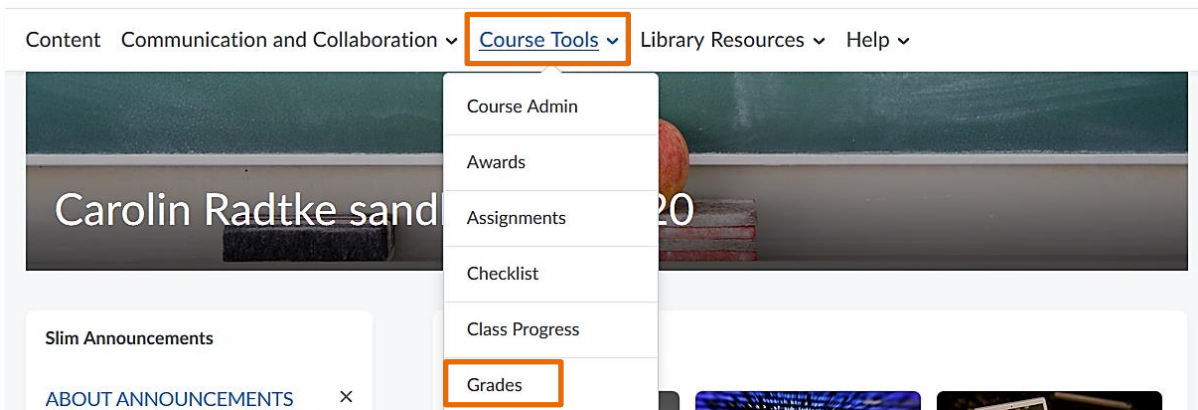


Figure 1: Module/Unit homepage with Course Tools drop-down menu which contains the link to the gradebook

Once you are in the gradebook, navigate to the grade item that you would like to enter marks for. Click on the arrow next to the grade item to open the drop-down menu (1) and select Grade All (2). (Figure 2)

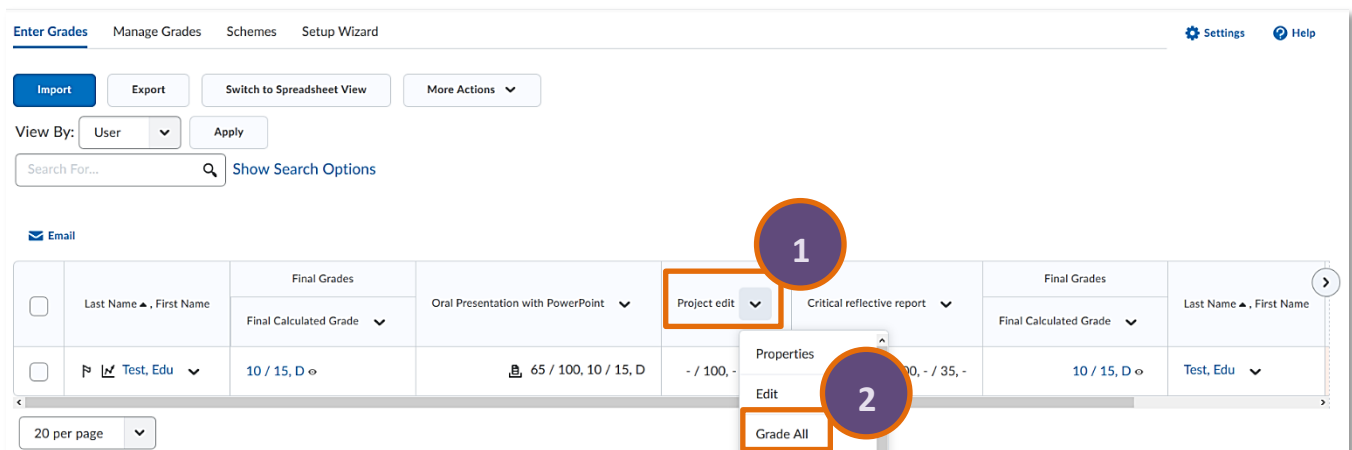


Figure 2: Gradebook with grade items which have drop-down menus allowing you to manually enter grades

When the Grade All page opens, enter each student's grade (1). Next, click on the pencil in the Feedback column (2). (Figure 3)

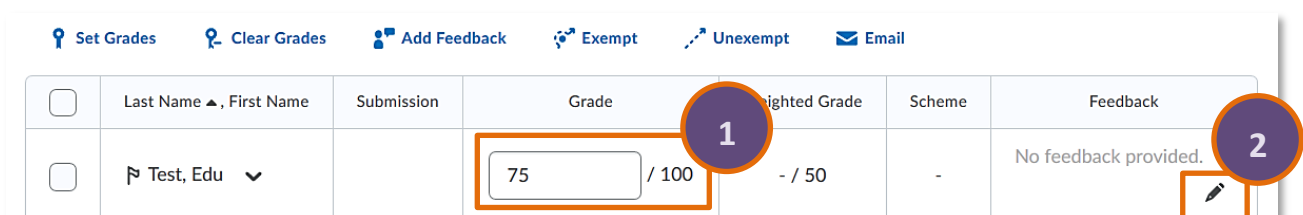
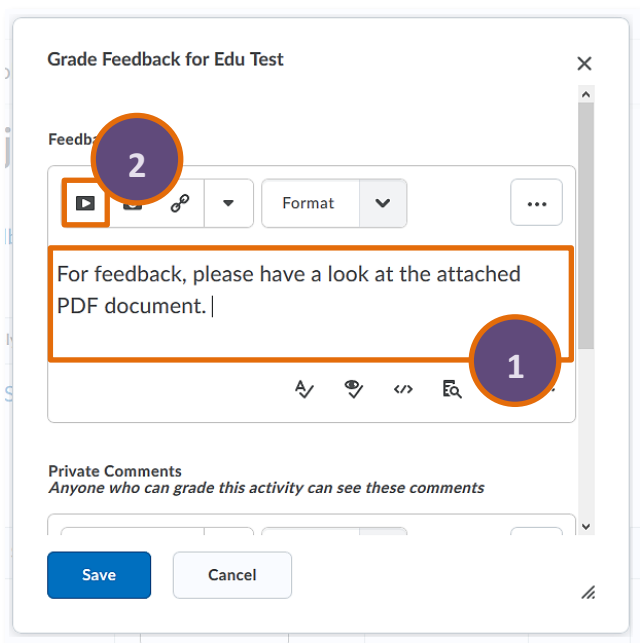
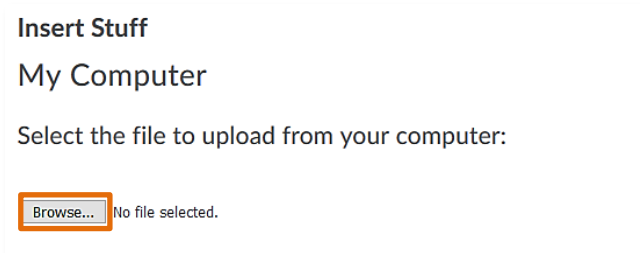


Figure 3: Grade All page with option to manually enter marks and leave feedback via the pencil symbol



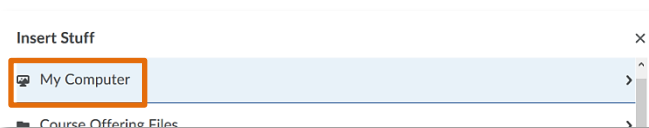
**Figure 4:** Feedback pop-up window allowing you to leave feedback and attach a file via the Insert Stuff button



**Figure 6:** Insert Stuff area with option to browse for a file

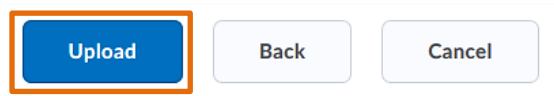
This will open a pop-up window for you. Here, you could either enter feedback in the textbox (1), but you can also attach a feedback file for the student you are marking. To do the latter, simply click on the Insert Stuff icon in the top left-hand corner of the textbox (2). (Figure 4)

Once you have clicked on the Insert Stuff icon, you will be able to choose a file to attach to the grade item. Click on My Computer (Figure 5) and browse for the feedback file you would like to attach (Figure 6).

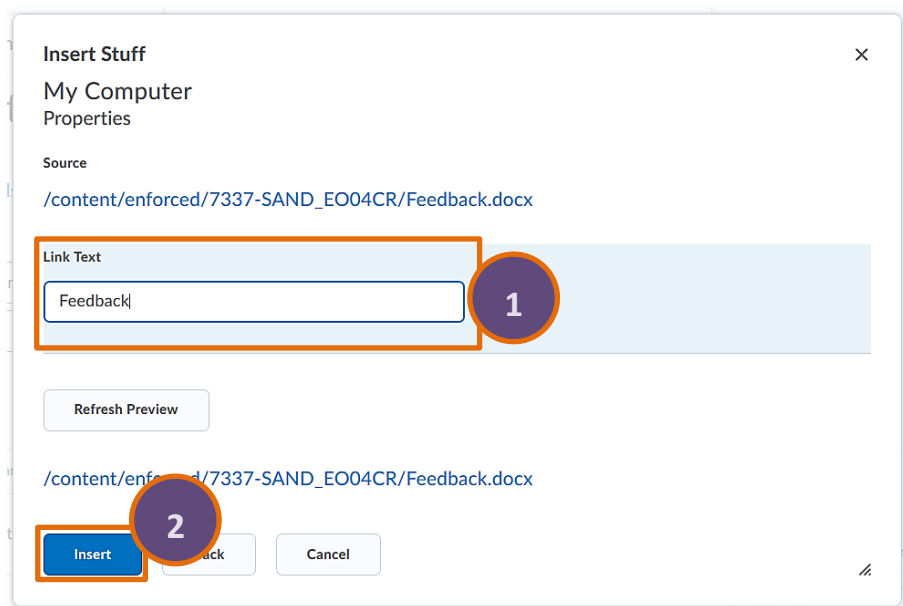


**Figure 5:** Insert Stuff area with option to upload a file

When you have found the file you would like to attach, click on the blue Upload button on the bottom of the pop-up window. (Figure 7)



**Figure 7:** Upload, Back and Cancel buttons at the bottom of the pop-up



**Figure 8:** Adding the link text to your file and inserting it

On the next screen, enter a link text that you would like to have displayed in the textbox (1), and then click the blue Insert button (2). (Figure 8)

You will now see that a link has been inserted into the text field we started out with (1). When you are happy, click the blue Save button at the bottom (2). (Figure 9)

The student's feedback is now attached to their mark. (Figure 10)



Figure 10: Feedback attached to student's mark

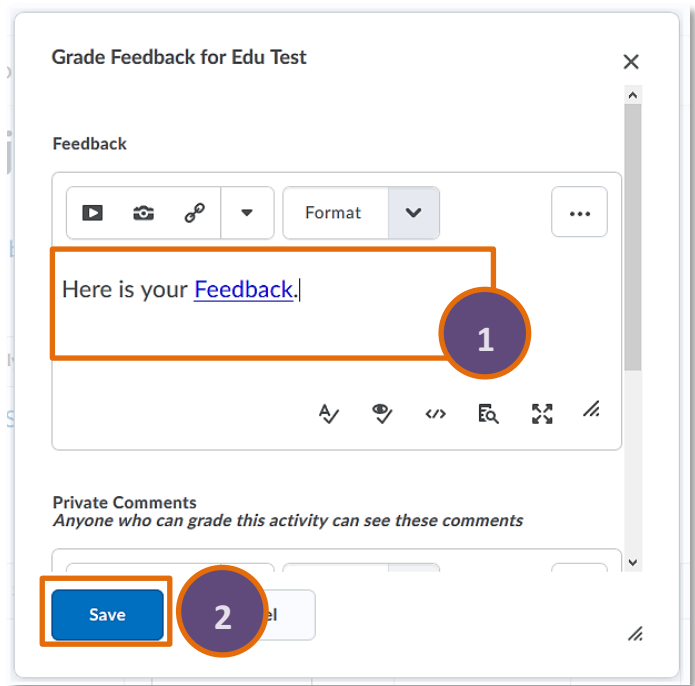


Figure 9: Inserted link to the feedback file and the Save button

When the student logs in and goes to the Grades area, they will see their mark and the feedback. When they click on the blue Feedback link, the document will download for them and they will be able to review it. (Figure 11)

Grade Item	Points	Weight Achieved	Grade	Comments and Assessments
Oral Presentation with PowerPoint				<a href="#">View Graded Rubric</a>
Project edit				Here is your <a href="#">Feedback.</a>
Critical reflective report				

Figure 11: Student view of the attached feedback