

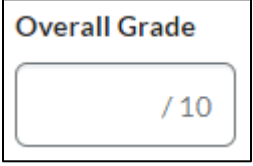
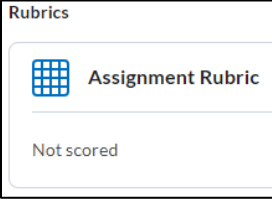
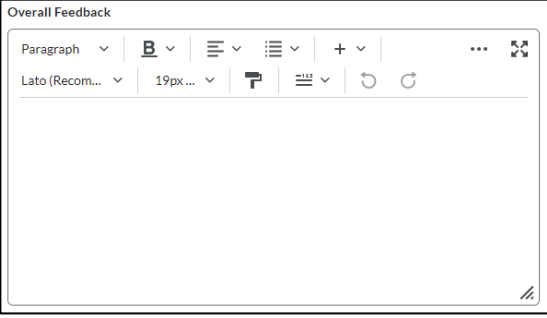

Grade & Add Feedback in Brightspace

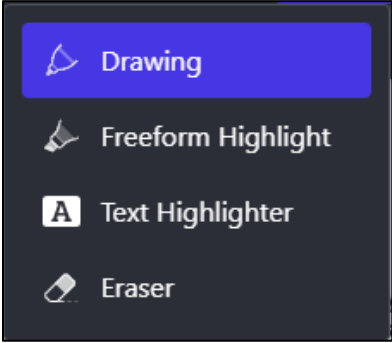

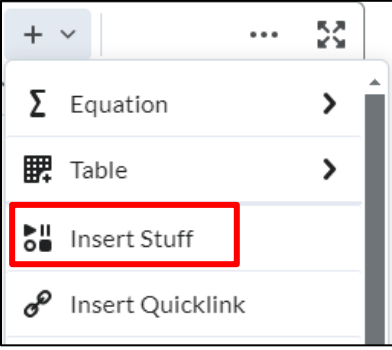


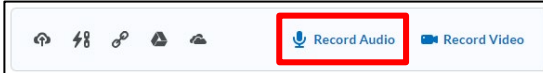
Objectives

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? |
|---|---|
| <p>Score: Available in Assignments, Discussions, Quizzes, and Grade Items.</p> |  |
| <p>Rubrics: Available to attach in Assignments, Discussions, and Grade Items.</p> |  |
| <p>Text: Available in all Brightspace tools including Announcements, Content, Assignments, Discussions, Quizzes, and Grade Items.</p> |  |
| <p>Inline Annotation Tools: Drawing Tool</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 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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| |  <p>A dark grey menu with four items: 'Drawing' (blue background), 'Freeform Highlight', 'Text Highlighter', and 'Eraser'.</p> |
| <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>A horizontal toolbar with three icons: a pencil, a document with a checkmark (highlighted in blue), and a text box icon.</p> |
| <p>Embedded Video Note: Available using the 'Insert Stuff' button and selecting 'Add Video Note'.</p> |  <p>A dropdown menu with options: 'Equation', 'Table', 'Insert Stuff' (highlighted with a red box), and 'Insert Quicklink'.</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>A toolbar with icons for file upload, link, and cloud storage, followed by 'Record Audio' and 'Record Video' buttons. A red box highlights the file upload icons.</p> |
| <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>A toolbar with file upload icons and 'Record Audio' and 'Record Video' buttons. A red box highlights the 'Record Video' button.</p> |
| <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. |  <p>A toolbar with file upload icons and 'Record Audio' and 'Record Video' buttons. A red box highlights the 'Record Audio' button.</p> |

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 <small>Published</small> |
| | 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.

The screenshot displays the evaluation interface for an assignment. On the left, a document titled "Reflective Exercises" is open, showing several paragraphs of text. A red circle highlights the "Annotation Tools" toolbar at the top of the document. On the right, the "Evaluation Panel" is visible, containing several sections:

- Rubrics:** Shows "Assignment Rubric" with a score of 11 / 12 and "Level achieved: Level 3". A red box labeled "Rubric Feedback" is around this section.
- Overall Grade:** Shows a score of 9.17 / 10. A red box labeled "Score Feedback" is around this section.
- Overall Feedback:** Includes a toolbar with a red box labeled "Insert/ Stuff Button" pointing to a plus sign icon.
- Text Feedback:** A large red box labeled "Text Feedback" is positioned below the overall feedback toolbar.
- Attachments:** Shows an attachment named "Support Structure for Rubric Lesson.docx" with a red box labeled "Downloadable Feedback" below it.

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

From Assignments:

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

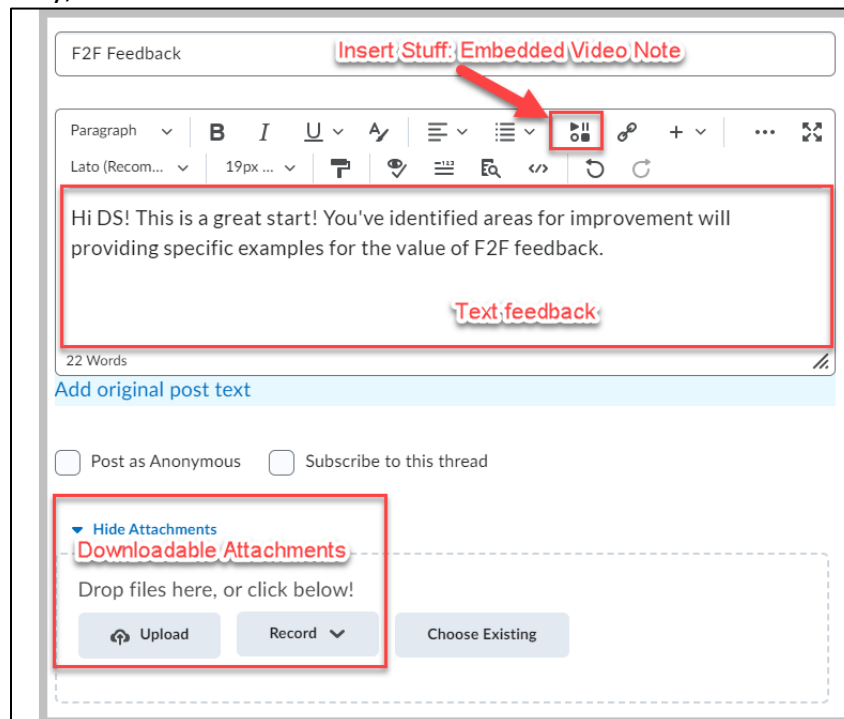
From Grades:

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**.



9. Attachments will appear within the thread.

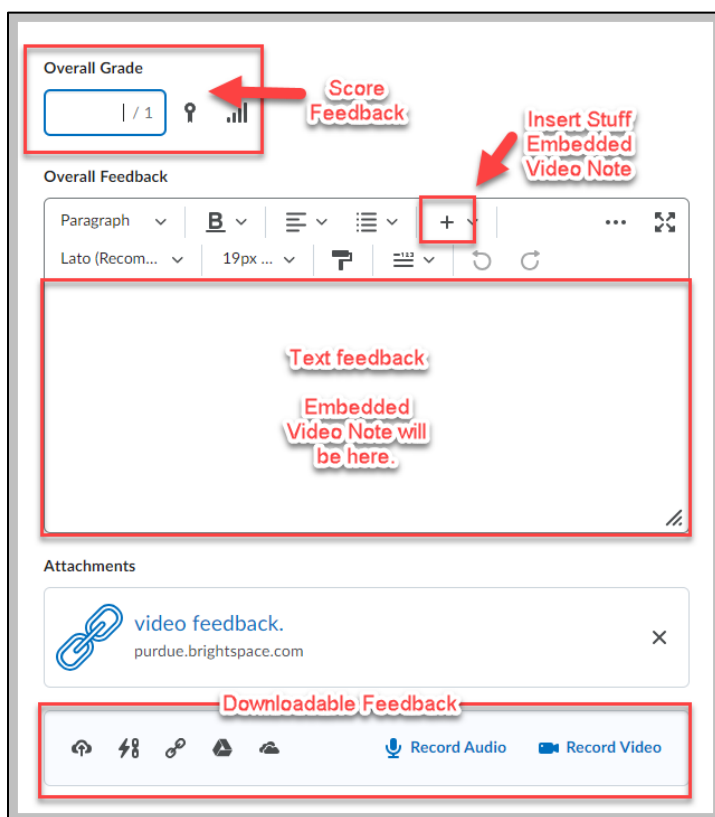


Private Feedback in Discussions

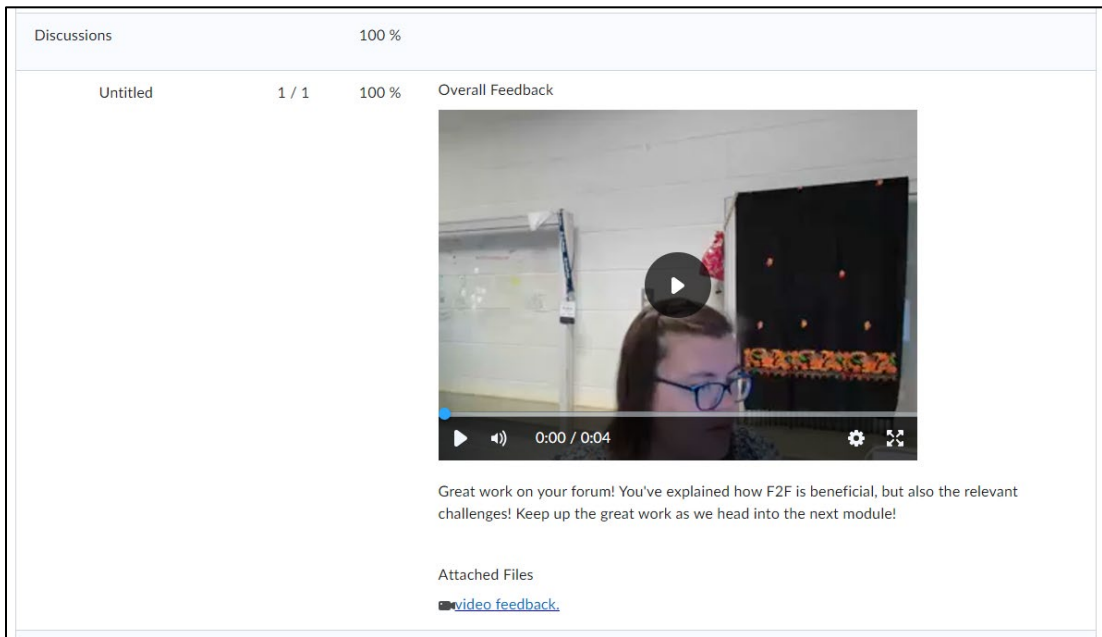
To provide feedback private to an individual student, use the assess function.

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.



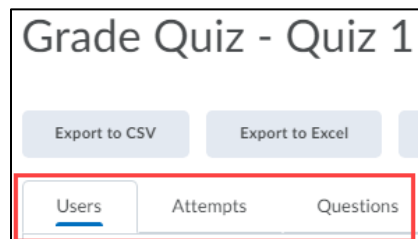
6. The Feedback is viewable by the student in Grades (must be attached to a grade item).



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.

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| Instructor's View | Student's View (when viewing the quiz attempt) |
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| | <p>Quiz Submissions - Quiz 1</p> <p>Bram Stoker (username: hjung_student5)</p> <p>Attempt 1</p> <p>Written: Sep 28, 2020 3:53 PM - Sep 28, 2020 4:03 PM</p> <p>Attempt Feedback</p> <p>You are on track. Make sure that you review Chapter 2 before questions, please see me.</p> |
|--|---|

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

- The question feedback can be entered when the quiz was created or during grading while reviewing the student's submission.
 - 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.

| | |
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| <p>Instructor's View</p> | <p>Student's View (when viewing the quiz attempt)</p> |
| | |

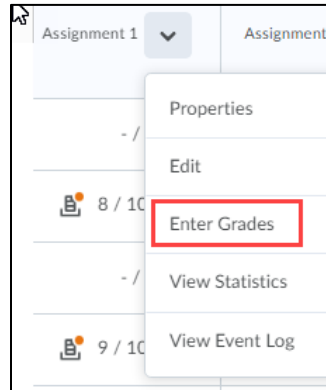
- When finished entering feedback, make sure to click the **Publish** button in the bottom-right corner.

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 |
|----------|----------------------|-------|

Part 5: Grade and Add Feedback from your Gradebook

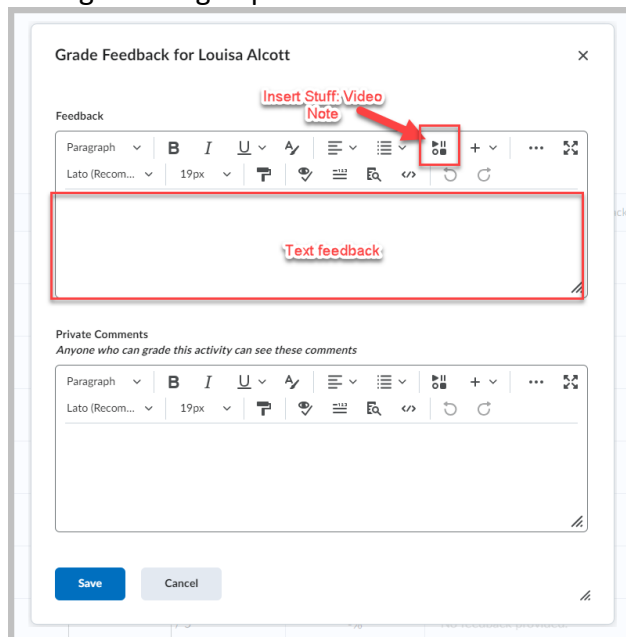
1. Click **Grades**.
2. From the Enter Grades tab, go to the specific grade item.
3. Click the dropdown arrow next to the grade item name.
4. Select **Enter Grades**.



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 Your level of participation in class is very good. Keep up great work.  |
|---------------|----------------------|--|