## **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?
<b>Score</b> : Available in Assignments, Discussions, Quizzes, and Grade Items.	Overall Grade
<b>Rubrics</b> : Available to attach in Assignments, Discussions, and Grade Items.	Rubrics         Assignment Rubric         Not scored
<b>Text</b> : Available in all Brightspace tools including Announcements, Content, Assignments, Discussions, Quizzes, and Grade Items.	Overall Feedback         Paragraph ×   B ×   E ×   E ×   + ×   ···· St         Lato (Recom × 19px × ) P = = × 0 0
<ul> <li>Inline Annotation Tools: Drawing Tool</li> <li>Available in Assignments with file submissions.</li> <li>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.</li> <li>You can also select from drawing, freeform highlighting, a text highlighter and eraser.</li> </ul>	



	<ul> <li>Drawing</li> <li>Freeform Highlight</li> <li>Text Highlighter</li> <li>Eraser</li> </ul>
<ul> <li>Inline Annotation Tools: Note</li> <li>Available in Assignments with file submissions.</li> <li>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.</li> </ul>	
<b>Embedded Video Note</b> : Available using the 'Insert Stuff' button and selecting 'Add Video Note'.	+ ✓ ···· ☆ ∑ Equation > ∰ Table > ▷ Insert Stuff o <sup>®</sup> Insert Quicklink
<ul> <li>Add a File: Allows you to attach a downloadable file.</li> <li>These icons allow upload of a file, link to an existing activity, attach a weblink, upload from Google Drive, or upload from OneDrive.</li> <li>Caution: Does not display in Grades. It is strongly recommended to use the Insert Stuff button instead.</li> </ul>	P 48 2 a Record Audio Record Video
<ul> <li>Record Video: Allows you to record video directly in Brightspace that is attached as a downloadable video file.</li> <li>Caution: Does not display in Grades. It is strongly recommended to use the Insert Stuff button instead.</li> </ul>	🐢 48 🖉 🛆 🛳 🔮 Record Audio 🖛 Record Video
<ul> <li>Record Audio: Allows you to record audio directly in Brightspace that is attached as a downloadable audio file.</li> <li>Caution: Does not display in Grades. It is strongly recommended to use the Insert Stuff button instead.</li> </ul>	n 48 o ta a grand Audio ar Record Video



### 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.

Annotation To	Evaluation Panel
	Rubrics     Rubric Feedback       Assignment Rubric    II
Reflective Exercises	11/12 Level achieved: Level 3
Reflective Writing <u>Creating a Positive Learning Environment</u> : Reflect on your experiences in the classroom either as a student or instructor. In that environment, how was a positive and inclusive learning environment fostered (or not fostered)? Consider the impact of your teaching style, classroom layout, and interactions with students on the overall atmosphere and dynamics within the learning space. How do you cultivate a sense of community, respect, and engagement among students? What strategies do you employ to address disruptive behavior or maintain focus and attentiveness during class session?	Overall Grade Score, Feedback 9.17 / 10 P .II Overall Feedback
<ul> <li>Revision: Reflect on your experience in the classroom and consider how a positive, inclusive learning environment was fostered (or not). Consider these ACTS to guide your reflection:</li> <li>Addressing Disruptive Behavior: How can disruptive behavior be effectively addressed?</li> <li>Cultivating Community in the Classroom: What instructional strategies promote a sense of community? How does the arrangement of the class support community building?</li> <li>Teaching Style: How does the arrangement of the class support community building?</li> <li>Supporting Style: How does und your interactions with students positively affect their sense of beinging and respect in the classroom.</li> </ul>	Par × B × E × E × + × A × ···· X ■ = × 5 C
Reflective Writing _Challenging Classroom Dynamics: Reflect on a time when you found yourself dealing with a complex and challenging experience (either as a student or an instructor). What were the components that influenced that situation? Now, consider the complexities and challenges that may arise when you place yourself in the role of educator. How might you navigate the situation? If there were instances when students needed support or guidance beyond your academic responsibilities, how would you appropriately handle that? How might you ensure that your interactions with the student(s) are supportive, respectful, and conducive to their personal and academic growth while maintaining appropriate boundaries?	Text Feedback
Could we give them a scenario to work through that would answer these questions?	Attachments     Support Structure for Rubric Lesson.docx ×     purdue_brightspace.com
and interpreting survey data to inform your teaching practices and course design. Consider how you may use survey results to identify areas of strength and areas for improvement in your courses, teaching methods, and student support services. Reflect on the challenges and limitations you may encounter in translating survey feedback into actionable insights and implementing changes based on survey data. How will your prioritize and address the most pressing concerns or suggestions raised by students in surveys? If applicable, reflect on a specific instance where you made changes to your teaching practices or course design based on survey feedback and the impact it had on student learning outcomes.	Processing in procession            • #8          • #8          • Record Audio         • Record Video             • #8          • • • • • • • • • • • • • • •

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:			





### 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.

F2F Feedback Insert Stuff: Embedded Video Note				
	<i>I</i> <u>U</u> ~ <b>A</b> ∕ <sup>19px</sup> ~   <b>₽</b>   1		ø⁰ + ~   ℃	
Hi DS! This is a great start! You've identified areas for improvement will providing specific examples for the value of F2F feedback.				
		Text		
22 Words Add original post te	xt			
<ul> <li>Post as Anonymou</li> <li>Hide Attachments</li> <li>Downloadable /</li> <li>Drop files here, or</li> </ul>	Attachments	o this thread		
Hide Attachments     Downloadable /	Attachments	o this thread Choose Existing		

### 9. Attachments will appear within the thread.

A	Heidi Jung 🗸
$\square$	just now • 17 Words
	Thank you for your post, Jane. You helped kick off a great discussion on this important topic.
C	Carl Audio Feedback for Jane.ht (492 Bytes)

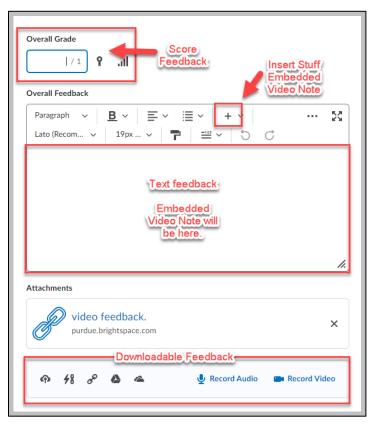
### **Private Feedback in Discussions**

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



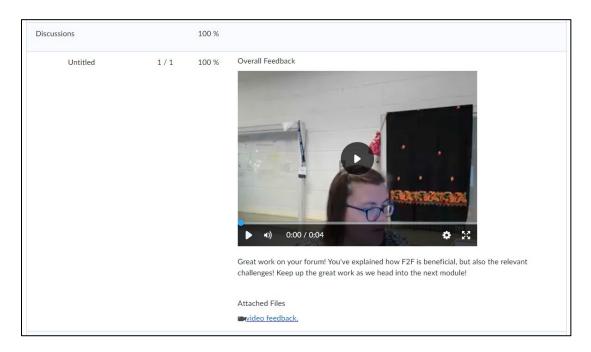
Refer to the <u>Managing & Grading Discussions</u> guide for multiple options to view and grade discussions.

- 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 <u>Create a Discussion in Content</u> 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).

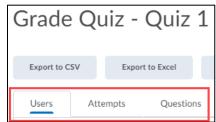




# Part 4: Grade and Add Feedback to a Quiz Submission

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

Student's View (when viewing the quiz attempt)



Attempt Feedback       Insert Stuff Embedded Video         Paragraph $\vee$ $B$ $I$ $\bigcup$ $\wedge_{Y}$ $\equiv$ $\equiv$ $\vdots$ $\vartheta^{o}$ $\boxtimes$ Lato (Recom $\vee$ 19px $\blacksquare$ $\heartsuit$ $\boxdot$ $\bigcirc$	Quiz Submissions - Quiz 1 Bram Stoker (username: hljung_student5) Attempt 1 Written: Sep 28, 2020 3:53 PM - Sep 28, 2020 4:03 PM
Text Feedback	Attempt Feedback You are on track. Make sure that you review Chapter 2 before questions, please see me.

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)
Collapse question 1 feedback	Question 3
← Collapse question 1 feedback Feedback Paragraph $\vee$   B I $\sqcup \vee$ Ay   $\equiv$ $\vee$   54 o° $\boxtimes$ $\Sigma \vee \blacksquare \vee$ Lato (Recom $\vee$   19px $\vee$   P $\circledast \cong$ $\boxtimes$ $\circ \land$ ) C	Question 3. How do you use our learning management system to su l've been using Brightspace to create a strong community of learne to introduce students to each lesson. Students then complete a su how the information relates to their current experiences. We then share different perspectives on thought provoking questions. then to create effective courses and assessments.
	<ul> <li>Hide Feedback</li> <li>You provide a good perspective in your answer. Nice job.</li> </ul>

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.

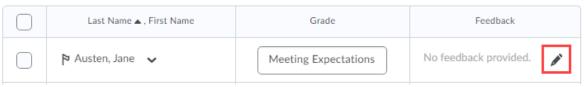


## Part 5: Grade and Add Feedback from your Gradebook

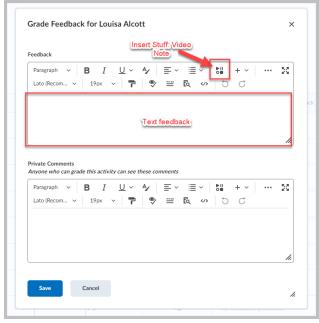
- 1. Click Grades.
- 2. From the Enter Grades tab, go to the specific grade item.
- 3. Click the dropdown arrow next to the grade item name.
- 4. Select Enter Grades.

Assignment 1	*	Assignment
	Proper	rties
	Edit	
<b>B</b> 8/10	Enter	Grades
- /	View S	Statistics
📙 9/10	View E	Event Log

- 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.

