

How do I leave comments for students in the Gradebook?

If you want to leave simple feedback for your students, you can leave a text comment directly from the Gradebook.

Open Gradebook

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In Course Navigation, click the **Grades** link.

Open Grade Detail Tray

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Locate the student name and assignment where you want to leave a comment. Click the Gradebook cell and click the **Grade Detail Tray** icon.

Add Comment

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Type your comment in the **Comments** field [1] and click the **Submit** button [2].

Add Emoji

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If enabled by your institution, you can add emojis to submission comments.

To select an emoji, click the emoji menu [1].

To use a recently used emoji, click the emoji from the recently used menu [2].

View Comment

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Comments will be listed in chronological order with the oldest comments appearing at the top and the newer comments appearing near the bottom [1].

To delete your comment, click the **Delete** icon [2].

Edit Comment

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To edit your comment, click the **Edit** icon [1] and make your edits in the comment box [2]. When you have finished editing your comment, click the **Submit** button [3]. The time stamp of the edited comment will indicate the comment has been edited [4].

Note: Edits to group assignment comments only apply to the student where the edits are made. Additional edits must be made in the Grade Detail tray for each student.

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