

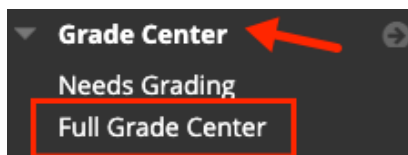
## QUICK COMMENTS/FEEDBACK

Instructors can leave feedback to students via the Grade Center quick comment feature. Up to 1,000 characters can be left. Quick comments can be left for tests that ulearn auto corrects or for manually turned in assignments as you're grading them in ulearn.

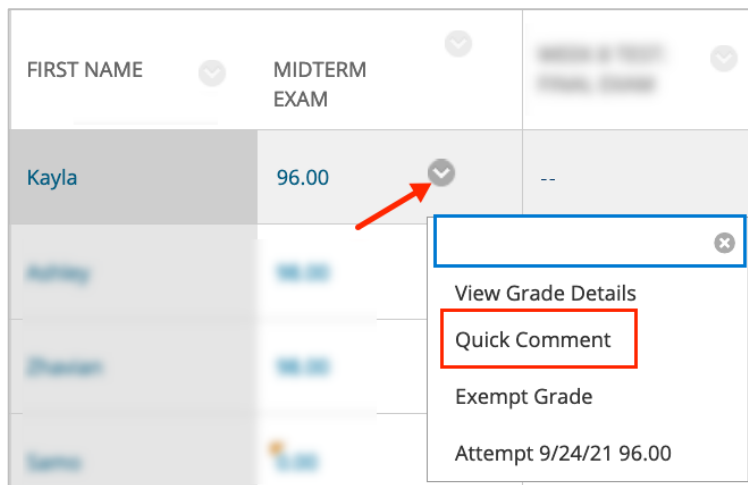
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### Instructions

1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.

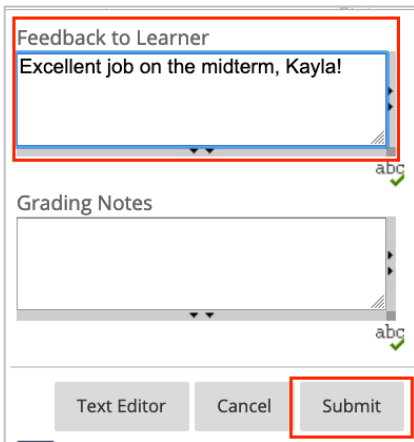


2. Locate the column for the assignment and then the grade cell for the student in which you wish to leave a quick comment for. There needs to be a grade in the cell for that student. Enter a grade first and then click **Quick Comment** from the **down arrow** in the student's grade cell.



3. Type your comment to the student in the **Feedback to Learner** box. You can leave Grading Notes (only seen by the instructor) if desired. Click **Submit** when done. Only up to 1,000 characters can be entered.

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The screenshot shows a web-based form for providing feedback. It has two main text input areas: 'Feedback to Learner' and 'Grading Notes'. The 'Feedback to Learner' area contains the text 'Excellent job on the midterm, Kayla!'. Below these areas are three buttons: 'Text Editor', 'Cancel', and 'Submit'. The 'Submit' button is highlighted with a red box. There are also small 'abc' icons with green checkmarks next to each text area, indicating a rich text editor.

4. Repeat steps for additional quick comments.