

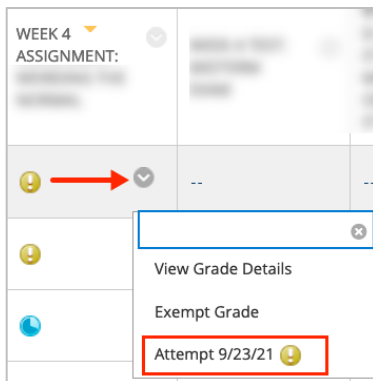
# GRADE ASSIGNMENTS AND LEAVE FEEDBACK

This assignment feature in ulearn allows instructors to leave feedback directly on assignments submitted to ulearn. Students can see the comments embedded in the document once the assignment is graded. Both instructors and students can download the document as a PDF with annotations and comments added. This user guide covers the basics of leaving comments to students via assignments and [leaving a grade](#). For advanced annotation and commenting features, view this [user guide](#).

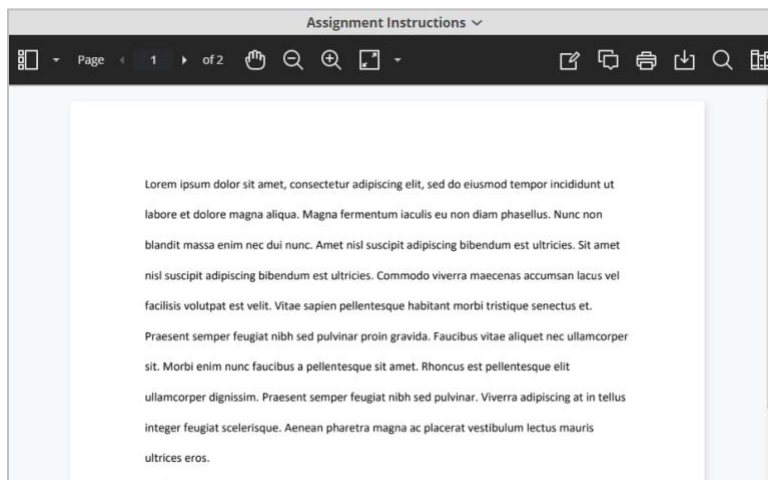
---

## Instructions

1. From the **Grade Center**, find the assignment you want to grade. For a specific student, select the **down arrow** to the right of the cell and then select **Attempt** (followed by date the student submitted).



2. The student's attempt opens.



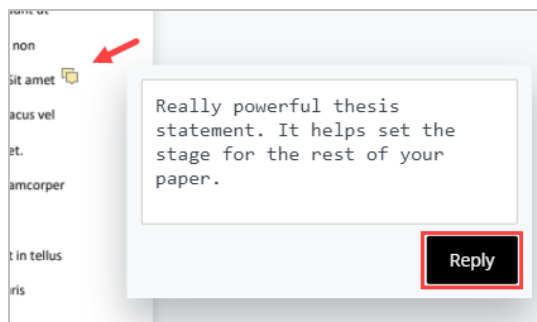
# GRADE ASSIGNMENTS AND LEAVE FEEDBACK

## Adding Comments (bubble comments):

1. To leave comments on a student's paper, click the **comment** icon. Your comment will be enclosed within a comment bubble.



2. Click anywhere on the document to add a comment to the document. Enter the desired **comment** into the box and when done, click **Reply**. Repeat steps 1-2 for additional comments you wish to leave on the student's paper.



### Note:

To highlight parts of a document and associate it with a comment, see [Highlighting Options](#) below.

## In-line Text Comments (typing):

You may wish to use in-line text comments. These are comments that you can type directly into the paper.

1. Click the **View annotation tools icon**.

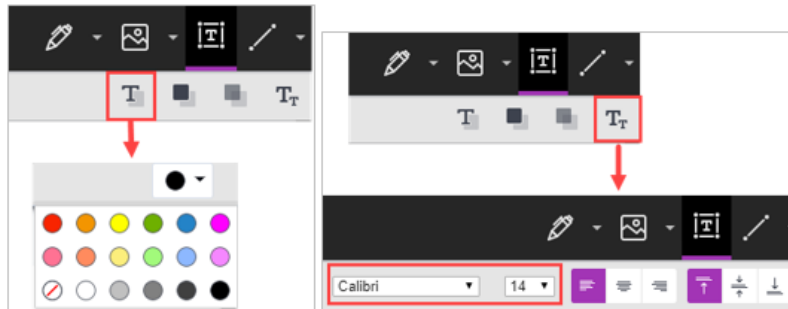


2. Select the Text icon.

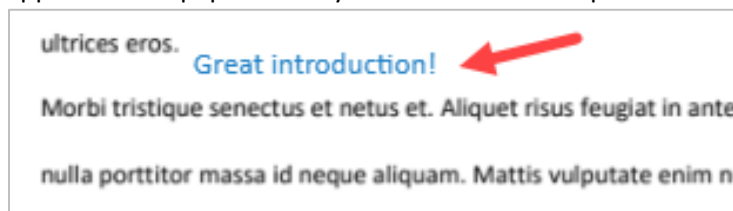


# GRADE ASSIGNMENTS AND LEAVE FEEDBACK

3. Select the first T icon on the bottom row to change the **color** and the double T icon to change the **font and font size**.



4. Type anywhere on the document to leave an in-line comment. These comments will only appear on the paper directly and not on the side panel like the bubble comments.



## Highlighting Options:

There are several highlight options available. You can highlight text, strikethrough text, underline text, leave squiggle under text, and leave a highlighted text comment.

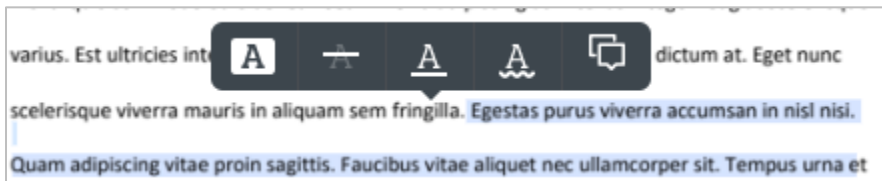


- a) Text highlight
- b) Strikethrough
- c) Underline
- d) Squiggle
- e) Comment (adds a comment to highlighted text)

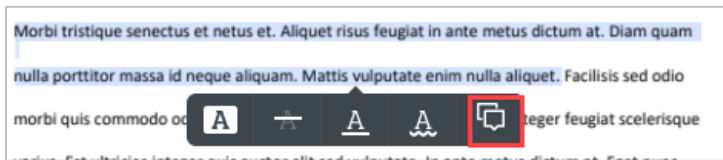
To select any of these options, simply select the text in your document with your mouse (it turns light blue) and select your desired outcome from the pop-up menu.



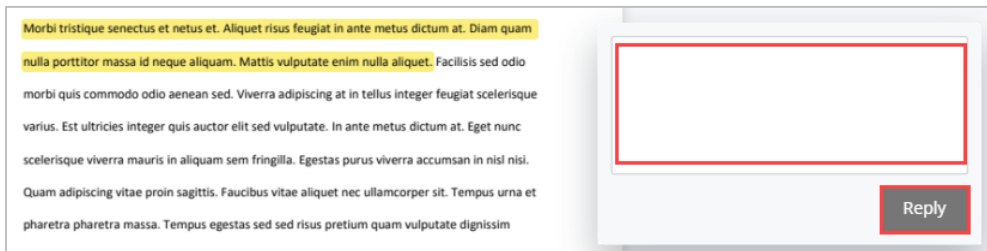
# GRADE ASSIGNMENTS AND LEAVE FEEDBACK



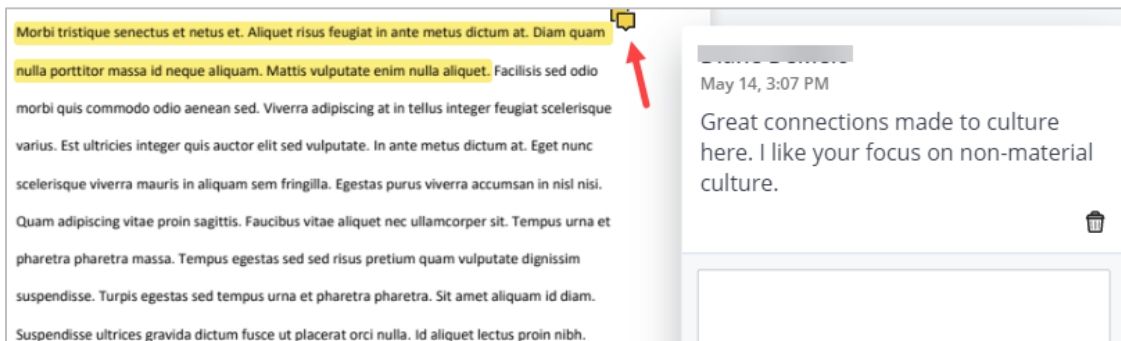
This section focuses on highlighting text with a comment (option e from the image above). You may wish to highlight text within a document and attach a comment with it (icon e above). To do so, select some **text in the document**. Then, click the **comment** icon.



1. **Type your comment** in the box. When done, click **Reply**.



2. The comment is now associated with the highlight.

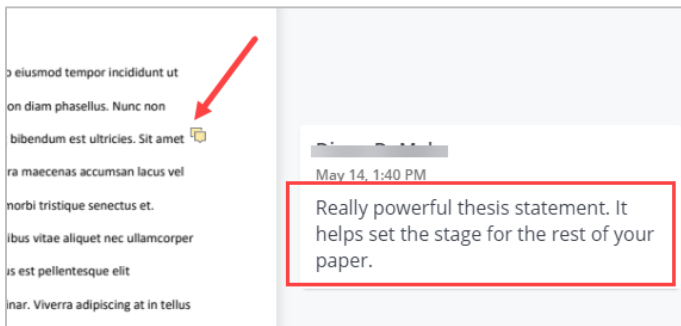


## Reviewing and deleting comments:

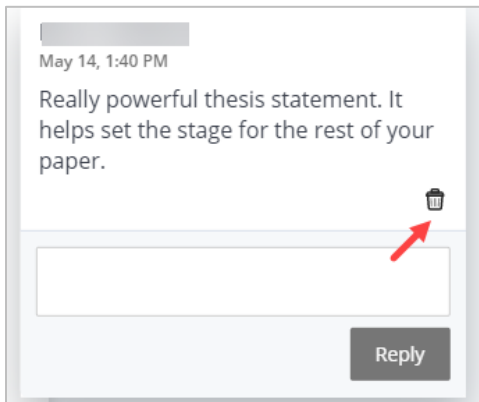
1. Comments cannot be edited but they can be deleted. Locate a comment that appears within the document with a small yellow bubble icon. Comments will also appear in the right margin of the document.



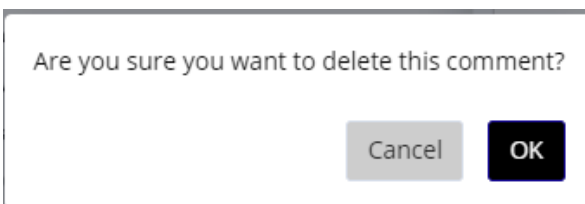
## GRADE ASSIGNMENTS AND LEAVE FEEDBACK



2. Delete the comment by **clicking on the comment** in the right margin and then click on the trashcan icon located within the comment.



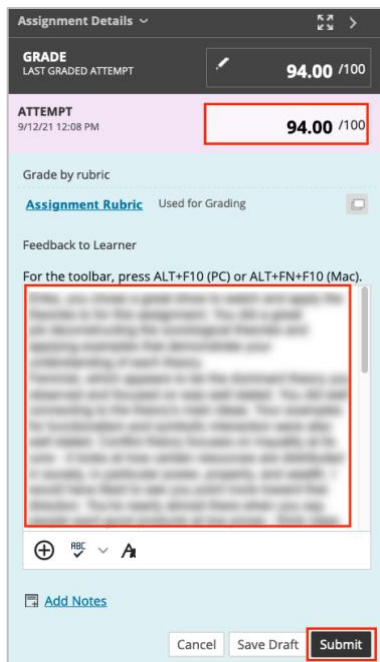
A confirmation screen appears. Click **OK** to delete the comment.



### Assign a Grade and Leave Student Feedback:

1. When done leaving comments, enter a **grade** for the assignment and **feedback** to the student in the Feedback to Learner box (this is overall feedback to the student). If grading with a rubric, be sure to click the associated rubric to grade. Click **Submit** when done.

# GRADE ASSIGNMENTS AND LEAVE FEEDBACK

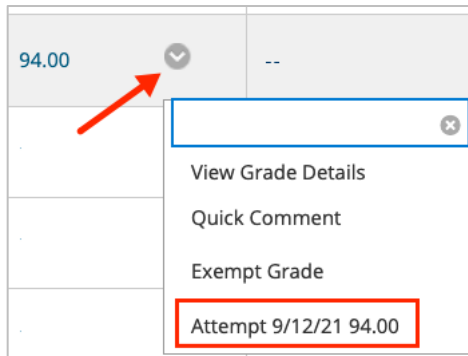


## Downloading Options

You can download an annotated PDF to keep if desired.

1. Once comments and/or annotations have been left on a student's paper, a grade assigned, and feedback left to the student, you will be automatically launched back to the Grade Center.
2. In order to go back to the document to view any annotations you left, you must access the student's original (now graded) attempt in the grade center to be able to download the file with annotations.

## GRADE ASSIGNMENTS AND LEAVE FEEDBACK



3. Once back to the student's assignment attempt, click on **Download** icon on the annotation toolbar menu to download the file and view the comments left in any PDF reader application (such as Adobe PDF)

