How to upload feedback to students that have submitted online.

This how to guide is for returning feedback to students that have submitted online. If you have marked online or offline, the same process applies.

Click on the module under My Modules on the right hand side.

Click on Full Grade Centre under Grade Centre on the left hand side.

Click on the drop down arrow next to the submission that you wish to return feedback for.
Click on **View Grade Details**

Click on either **View Attempts** or **Grade Attempt**

You will be able to add your comments the text box or as a separate attachment by clicking on the **paper clip** and then **Browse My Computer**. Add the grade by clicking the pencil.

Once you have added your comments, feedback and grade click **Submit**. This will take you to the next available submission.