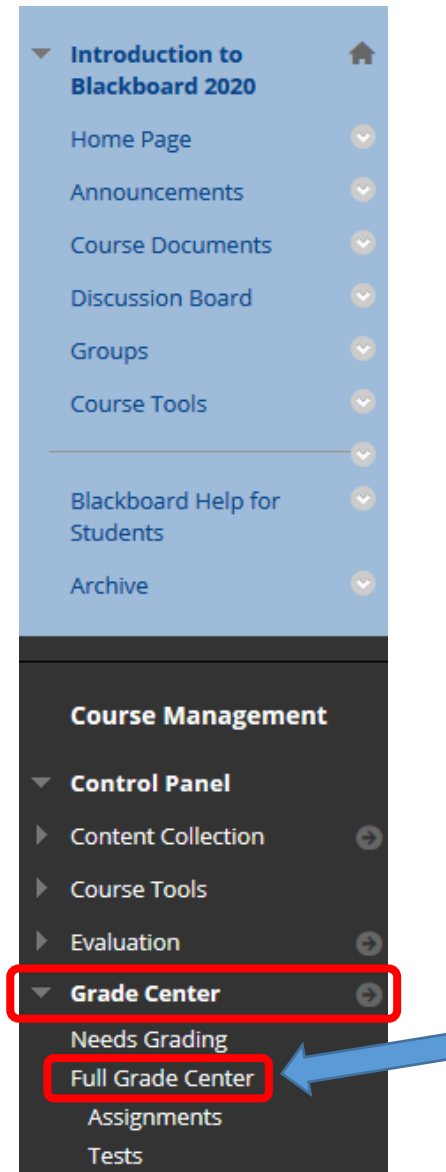






**How to Leave Feedback as
Text or a Downloadable File
on Student Assignment
Submissions**





1. Log in to the Course on Blackboard. Click on **Grade Center**, and then **Full Grade Center**.












2. Move your mouse cursor into the cell of the student submission you want to review. Note that a  symbol next to the yellow circle with exclamation point in the cell. Click that symbol, and a list appears. On that list click **“Attempt...”** to view the student submission.

Grade Center : Full Grade Center 


The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)




Create Column Create Calculated Column  Manage  Reports  Filter Discover Content Work Offline 


Grade Information Bar Last Saved: April 22, 2021 9:14 AM

<input type="checkbox"/>	LAST NAME 	FIRST NAME 	STUDENT ID 	QUIZ 1 	HW#22 	ESSAY ASSIGNMENT #1 
<input type="checkbox"/>	Stestperson9	Student		19.00	--	95.00
<input type="checkbox"/>	Weirich_PreviewUs	James		12.00 	--	 

Selected Rows: 0

Move To Top Email 

Sort Columns By: Layout Position  Order:  ▲Ascending 

View Grade Details Legend
Exempt Grade is displayed
Attempt 4/22/21 

3. You may need to click the **small blue bar**, circled in red below, to reveal the **Feedback to Learner box**, which is where you can add an attachment for students to review.

The screenshot displays the Blackboard interface for grading an assignment. On the left is a navigation menu with sections: Blackboard Process (Testing Course, Home Page, Announcements, Information, Content, Discussions, Groups, Collaborate, Tools, Help), Course Management (Control Panel, Content Collection, Course Tools, Evaluation), and Grade Center (Needs Grading, Full Grade Center, Assignments, Tests). The main content area is titled "Grade Assignment: Essay Assignment #1" and includes instructions for grading. Below this is a toolbar with "Jump to...", "Hide User Names", and "Refresh" options. A student's submission is shown for "James Weirich_PreviewUser (Attempt 1 of 1)". The submission details panel on the right shows the "GRADE" field set to "/100" and the "ATTEMPT" date as "4/22/21 9:14 AM" with a score of "/100". A red box highlights a small blue bar at the bottom of the submission details panel, which is pointed to by a blue arrow. Below this bar is a "Submission" section with a file named "Marcel Marceau Paper.docx". The main content area displays the text of the assignment, titled "Mimic Marceau", which discusses the physical theatre and Marcel Marceau's work.

4. You can ***type in feedback to the student*** in the area marked in red, and click ***submit*** to finalize the feedback. But read on to learn how to attach a file (word document, excel file, PDF) as feedback for the students to download.

The screenshot displays a student's assignment page. The main content area shows a document titled "Mimic Marceau" with several paragraphs of text. The right sidebar contains "Assignment Details" with a "GRADE" field set to "/100" and an "ATTEMPT" field set to "4/22/21 9:14 AM" with a score of "/100". Below this is a "Feedback to Learner" section, which is highlighted with a red rectangle. This section includes a text input area, a rich text editor toolbar with icons for undo, redo, bold, and italic, and an "Add Notes" button. At the bottom of the sidebar are "Cancel", "Save Draft", and "Submit" buttons. A blue arrow points from the right edge of the image towards the red-bordered feedback area.

Viewing 2 of 2 gradable items

James Weirich_PreviewUser (Attempt 1 of 1)

Exit

Page 1 of 2

Mimic Marceau

The physical theatre is the playground of the human body. In physical theatre the players of the stage use their bodies as the primary means to reveal the drama or comedy of a story. It forces the through-line of action of a character's spine or super objective to be expressed through gestures and movements. The physical theatre asks the players to use rhythm and a neutrality of the body to shed their personal physical life, and step into the physical life of another being entirely. A master of this art, essentially, can alter their behavior so deeply, that they will appear to be someone else. One man who stood out among his fellow masters is Marcel Marceau. Marceau's innate talent for mimicry, and his international scope, have contributed much to the tradition of physical theatre.

Marcel Marceau (born Marcel Mangel) was born March 22nd, 1923, in Strasbourg, France. When he was sixteen years old he and his family were forced to flee Strasbourg as World War II began. During the war Marceau fought valiantly against the Nazi war machine by rescuing children from the concentration camps and acting as a liaison between the French and General Patton's army. It was during WWII that Marceau changed his name from Mangel in order to protect his Jewish heritage from the Nazi's. It wasn't until after the dust settled from WWII that Marceau began his physical theatrical life.

Inspired by such physical artists as Charlie Chaplin, Buster Keaton, Harry Langdon, Stan Laurel and Oliver Hardy, and his admiration for these great actors inspired him to pursue the art of mime as a profession. In 1946, Marceau

Assignment Details

GRADE
LAST GRADED ATTEMPT /100

ATTEMPT
4/22/21 9:14 AM /100

Feedback to Learner

Add Notes

Cancel Save Draft Submit

Submission

Marcel Marceau Paper.docx

5. Click the *paper clip icon* circled in red below. A window will pop up.

The screenshot displays a document viewer on the left and an assignment details panel on the right. The document is titled "Mimic Marceau" and contains text about physical theatre and Marcel Marceau. The assignment details panel shows the grade as "/100" and the attempt date as "4/22/21 9:14 AM". A feedback section is visible, containing a text area and a toolbar with a paper clip icon circled in red. A blue arrow points from the top right towards the circled icon. Below the feedback section are buttons for "Cancel", "Save Draft", and "Submit". At the bottom, a submission list shows a file named "Marcel Marceau Paper.docx".

Viewing 2 of 2 gradable items

James Weirich_PreviewUser (Attempt 1 of 1)

Exit

Page 1 of 2

Mimic Marceau

The physical theatre is the playground of the human body. In physical theatre the players of the stage use their bodies as the primary means to reveal the drama or comedy of a story. It forces the through-line of action of a character's spine or super objective to be expressed through gestures and movements. The physical theatre asks the players to use rhythm and a neutrality of the body to shed their personal physical life, and step into the physical life of another being entirely. A master of this art, essentially, can alter their behavior so deeply, that they will appear to be someone else. One man who stood out among his fellow masters is Marcel Marceau. Marceau's innate talent for mimicry, and his international scope, have contributed much to the tradition of physical theatre.

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Assignment Details

GRADE
LAST GRADED ATTEMPT /100

ATTEMPT
4/22/21 9:14 AM /100

Feedback to Learner

Cancel Save Draft Submit

Submission
Marcel Marceau Paper.docx

5. Click the **Browse My Computer** button to search for the file you want to upload for your students to review.

The screenshot shows a web browser window titled "Insert Content Link - Blackboard Learn" with the URL https://bbhosted.cuny.edu/webapps/wysiwyg/execute/picker?type=FILE&name=feedbacktext&strCourseId=BB_ADMIN_1&course_id=_1996267_1&isFileUploads. The main content area is titled "Insert Content Link" and contains the following elements:

- A header "SELECT CONTENT LINK" with a horizontal line below it.
- Instructional text: "You can drag a file from your computer to the **Attach File** area or use the browse functions. Files are saved in the top-level folder in your course's file repository. If you want to email a link to an uploaded file, use the file's permanent URL in the repository."
- A dashed rectangular box containing three buttons: "Attach Files", "Browse My Computer", and "Browse Content Collection". The "Browse My Computer" button is highlighted with a red border, and a blue arrow points to it from the text above.
- A "Source URL" button is located to the right of the dashed box.
- At the bottom left, the text "Click **Submit** to proceed." is displayed.
- At the bottom right, there are "Cancel" and "Submit" buttons.

The background of the browser window shows a page titled "Grade Assignment: Essay Assignment #1" with instructions: "Assign a grade and feedback for the current assignment attempt. Override the overall grade for the assignment by typing a grade in the grade field. If multiple attempts for a test have been allowed, a Student's grade is not released until all of the attempts have been graded. Click **Hide User Names** to grade attempts with user names hidden. Click **Show User Names** to display user information. More".


6. You will see the name of the file you are attaching circled in red below. Once ready, please click **Submit** on the bottom right of that window to finalize the attachment.

SELECT CONTENT LINK

*You can drag a file from your computer to the **Attach File** area or use the browse functions. Files are saved in the top-level folder in your course's file repository. If you want to email a link to an uploaded file, use the file's permanent URL in the repository.*

Attach Files

Attached files

File Name	Content Link Options	
 Edited Response to Student Essay.docx	<p>Name of Link to File <input type="text" value="Edited Response to Student Essay.docx"/></p> <p>Alt Text <input type="text"/></p> <p>Alt text defines what this image is for a visually impaired or blind user using assistive technology such as screen readers. All image and multimedia files should have alt text associated with them.</p> <p>Open in new window <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Do not attach</p>

Specify metadata for attached files

*Click **Submit** to proceed.*

7. Please click **Submit** again.

Insert Content Link – Blackboard Learn — Mozilla Firefox

https://bbhosted.cuny.edu/webapps/wysiwyg/execute/picker?type=FILE&name=feedbacktext&strCourseId=BB_ADMIN_...

Add Content Link

Thursday, April 22, 2021 9:23:33 AM EDT

Cancel Submit

Edited Response to Student Essay.docx (11276 bytes) added.

Edited Response to Student Essay.docx

Note: This content type (Content Link) will display within the Text Editor, but cannot be selected or resized. Click **Submit** to preview the content within the Text Editor.

Cancel Submit

8. Now you will see the title of your file in the **Feedback to Learner** box. Please be sure to finalize any annotations, and / or enter a grade for the student submission, and then click **Submit** to send the student the attachment + grade.

The screenshot displays the Blackboard interface for a 'Grade Assignment: Essay Assignment #1'. The left sidebar shows navigation options like 'Home Page', 'Announcements', and 'Grade Center'. The main content area shows a student submission for 'James Weirich_PreviewUser (Attempt 1 of 1)'. The document title is 'Mimic Marceau'. The 'Feedback to Learner' section is highlighted with a red box and contains the text: 'For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac). Edited Response to Student Essay.docx'. The 'Submit' button is highlighted with a green box. The 'Assignment Details' panel on the right shows the 'GRADE' field set to '/100' and the 'ATTEMPT' date as '4/22/21 9:14 AM'.

8. Students can access the file you submitted by following the instructions found at the web link below, and looking for the attachment underneath the ***Feedback to Learner*** box when they review their submission.

[How Students View Instructor Feedback for Assignment Submissions on Blackboard](#)