**Upload a feedback document for a student in Grade Centre**

Feedback documents can be uploaded and attached to student grades in the Grade Centre.

1. Log into your module and go into the **Full Grade Centre** view.



2. Locate the coloumn for the assessment (e.g. test) and click on the grey icon which correponds to the student for whom you want to give feedback



2. Click **View Grade Details**



3. Click **Edit Grade**



4. Click the paper clip icon in the **Feedback to Learner** area (NOT in the Grading Notes area)



5. Use the **Browse My Computer** button to locate the file you wish to upload, and click the **Submit** button to upload it



6. If the file was succesfully uploaded a link to it will appear in the **Feedback to Learner** area. Click the **Save** button to complete the upload.



7. A link to the document should now appear under **Feedback to Learner**



8. When a student uses the **My Grades** fucntion to access their grades they can view the attached feedback by clicking on the speech bubble icon next to their grade



9. This will present a window from which they can click the link to download and view their feedback

