

How do students access instructor feedback on open-ended questions?

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There is an option to notify students when there are feedbacks posted in an open-ended question on a graded test by instructor and also an easy-way for instructor to find those comments.

As an instructor, go to test reports and click on the 'Grade' button to open the questions review page.



In the questions review page, click on "Questions feedback" option to filter only open-ended questions that has a feedback written by the instructor.

Furthermore, instructor can setup notification feature to notify students when instructor adds question feedback for open-ended questions.

To setup student notification e-mail template, click on "Test Notification Settings" link in the test options gear icon.



Now, click on the "Student E-mail Notifications" second tab and enable the template high-lighted below:

Test Notification Settings

Instructor E-mail Notifications	Student E-mail Notifications
Send welcome email to new students	<input type="radio"/> NO Edit email template
E-mail test results to student	<input type="radio"/> NO Edit email template
Notify awaiting final score for tests with open-ended questions	<input type="radio"/> NO Edit email template
Notify final score for tests with open-ended questions when instructor finish scoring	<input type="radio"/> NO Edit email template
Notify when instructor adds question feedback for open-ended questions	<input checked="" type="radio"/> YES Edit email template
Save	

The e-mail template can be customized with variables and custom text.

Notify when instructor adds question feedback for open-ended questions X

Email Subject

Instructor feedback now available for test {test_name}

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Hi {student_name},

Thank you for taking {test_name}. Instructor has left feedback for the essay question you have completed. You can view the questions feedback {feedback_link}.

Sincerely,

{instructor_name}

Use these variables to customize your test completion emails:

- {student_name}
- {student_email}
- {test_name}
- {instructor_name}
- {instructor_email}
- {feedback_link}

Save

Cancel

Similarly, you may also setup other email notifications and trigger an e-mail based on an event.