What is the PostEm tool?

Instructors can use the PostEm tool to upload and distribute a comma-delimited (CSV) spreadsheet to present individual feedback and/or grades to students. Instructors can upload as many feedback files as they want. Students only see their own individual feedback and/or grades.
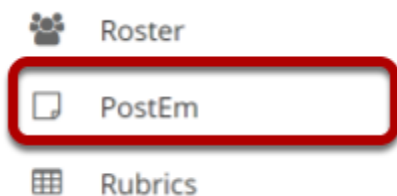
The PostEm tool provides a convenient mechanism to post comments and grades for those instructors that regularly use Excel spreadsheet files to calculate grades. You might also use it to post class attendance records from a spreadsheet file.

PostEm CSV files must follow a particular format:

- The first column of the spreadsheet must contain the student usernames.
- The first row must contain column headings.

Note: The PostEm tool does not interact with the Gradebook.

To access this tool, select PostEm from the Tool Menu in your site.

Select the **PostEm** tool from the Tool Menu of your site.

Note: The PostEm tool is sometimes named Feedback.

Example of Class Attendance Feedback

Student View

Your Feedback

Usernames	demostudent01
3/2/2020	P
3/3/2020	P
3/4/2020	P
3/5/2020	P
3/6/2020	A

Back

Instructor View

☐ **POSTEM**   ⚲ Link   ? Help   ✕

Add

Title▲	Creator	Modified By	Last Modified	Released					
Class Attendance	demoinstructor	demoinstructor	11 Mar 2020 16:33	Yes	view	view participant	update	delete	download

Last Modified 11 Mar 2020 16:33

Username	3/2/2020	3/3/2020	3/4/2020	3/5/2020	3/6/2020	Last Checked
demostudent01	P	P	P	P	A	never
demostudent02	P	A	P	P	P	never
demostudent03	P	P	P	P	P	never

Back

As the instructor you can see when students have last checked their feedback. Any students who have never checked will appear in red.