



CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email CTLT@ilstu.edu or call [\(309\) 438-2542](tel:3094382542) if you have questions.

ReggieNet: PostEm

Video - [ReggieNet: PostEm](#)

The **PostEm** tool allows you to upload a .csv file (similar to uploading to Gradebook) with columns containing content or feedback you wish for the students to see. Students only see their own individual feedback.

The .csv file should be in the following format:

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

	A	B	C	D
1	Student ID	Feedback 1	Feedback 2	
2	ULID1	Excellent work	9 out of 10	
3	ULID2	This could be improved	7.5 out of 10	
4				
5				

Once the file has been created, you can upload it as follows:

1. Go to **PostEm**, and click **Add**
2. Provide a title, and browse to select the file.
3. Check the box for “Release feedback to participants” if you want them to see; click **Post**.
4. Verify information, then click **Save**.

POSTEM									
Title	Creator	Modified By	Last Modified	Released					
Assignment 1	cebrist	cebrist	26 Feb 2013 12:15	Yes	view	view participant	update	delete	download
Attendance and Participation	cebrist	cebrist	10 Feb 2015 14:57	Yes	view	view participant	update	delete	download

You can view the entire file by clicking on the appropriate “View” link; you can see how an individual will see their feedback by clicking the appropriate “view participant” link and then selecting a student.

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

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