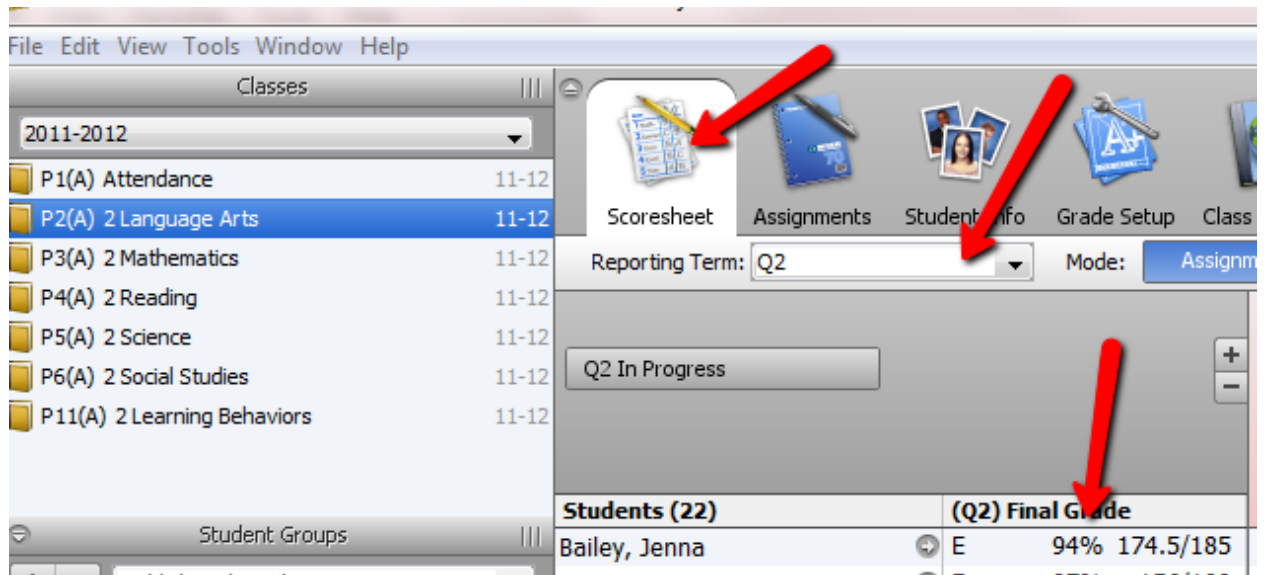
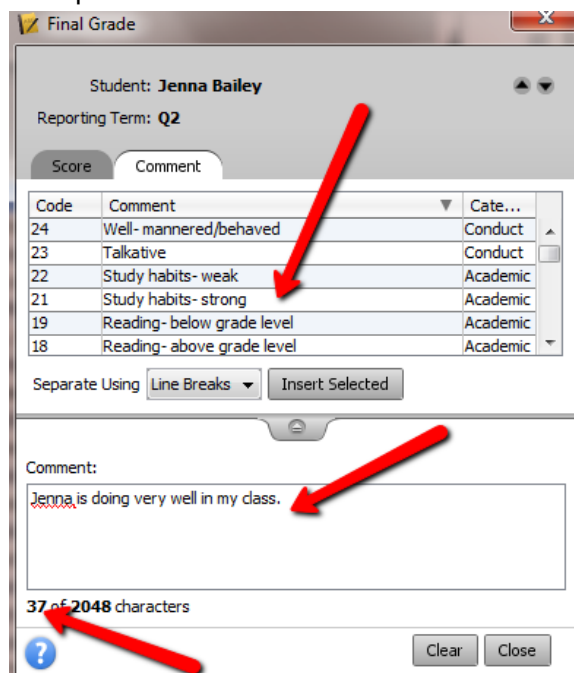


## Entering Comments

1. Open the grade book.
2. Select a class (not attendance).
3. Check to make sure you are in the correct reporting term.
4. While in the score sheet view -double click on a student's grade under final grade.



5. The Score Inspector will appear. You can select a comment from the list or type one in the comment section. Note the grade book shows you the number of characters you have entered. There is a limit to how many characters will print on your report cards.  
3 grade report cards 475 characters  
4-6 report cards 225 characters



4-6 grade teachers: If you enter more than two canned comments in a content area you need to cut and paste them in a row. See below. If not they will run over the area of the comment box on the report card.

**Final Grade**

Student: [Name]  
Reporting To: [Name]

Score: [Score]

Code	Comment	Category
22	Study habits- weak	Academic
21	Study habits- strong	Academic
19	Reading- below grade level	Academic
18	Reading- above grade level	Academic
20	Reading at grade level	Academic
11	Pleasure to have in class	Conduct

Separate Using:

Comment:  
Well-mannered/behaved, Pleasure to have in class, Reading- above grade level

79 of 2048 characters

- When finished entering comments click close. You must save the changes before leaving the grade book. After a comment is inserted you will see an icon next to the final grade.

(Q2) Final Grade			Far
E	94%	174.5/185	
E	87%	156/180	
E	96%	177/185	

- 3<sup>rd</sup> grade report cards have a section for “general/overall” comments. Those should be entered under Academic behaviors following the same process as above.
- 4-6 grade- You can add “general” comments under the Attendance course. The limit on this box is approximately 4-5 sentences.