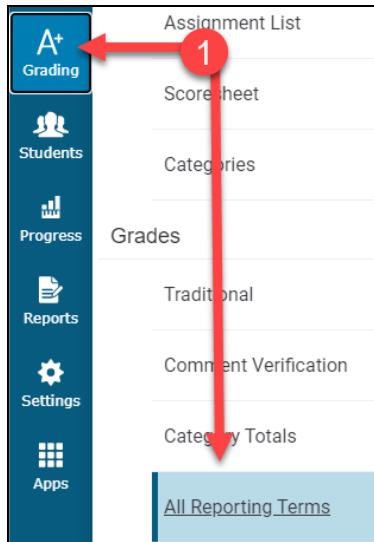
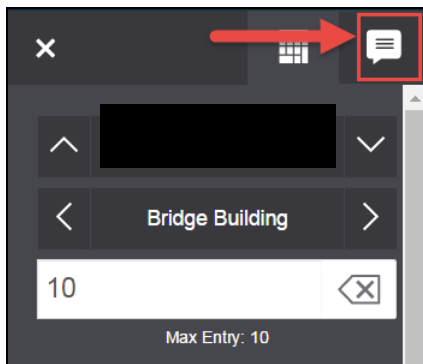


Adding Comments to Term Grade

1. Select the **A+** icon and select **All Reporting Terms**.



2. Click on the first student within the column for the correct term.
3. Select the comment icon.



4. Select the **Comment Bank** at the bottom of the screen.

5. Select the + sign next to the comments to insert them.

FAVORITE▲	CODE	COMMENT	CATEGORY
	TE002	Grades affected by absences	
	TE003	Outstanding organization	
	TE004	Design ideas are good	
	TE005	Concert absence impacts grade	
	TE007	Unreliable with material/cleanup	
	TE008	Absences affect performance/grade	
	TE009	Contributes to literary discussion	

Separate Using Line Breaks ☒ Spaces ☐

Always remember to SAVE when done!

Fill Comments:

1. Select the calculator icon.
2. Select the **Fill** icon.
3. Select **Comments Only** and **Save**.

Calculator icon selected (1)

Fill icon selected (2)

Comments Only selected (3)