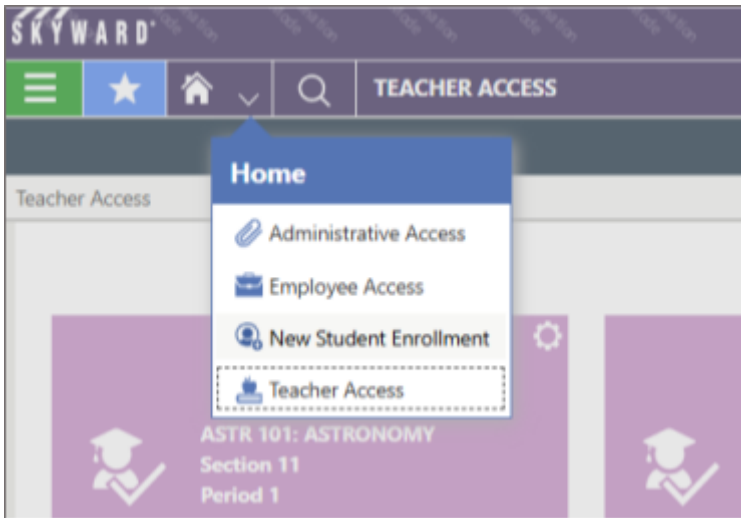


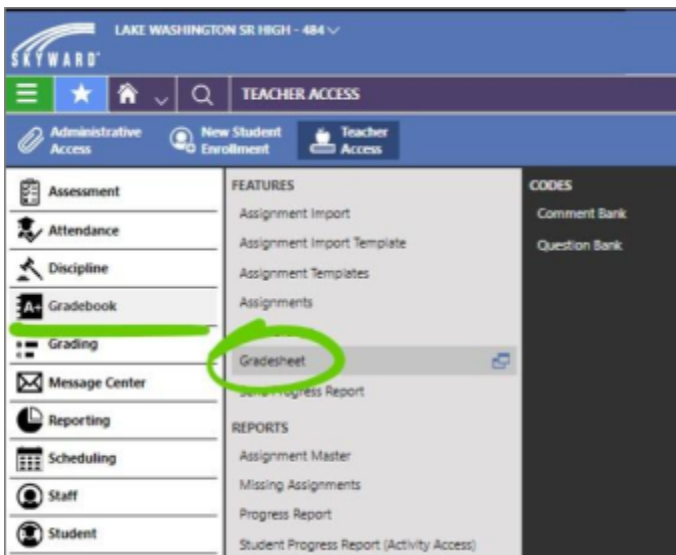
Adding Report Card Comments



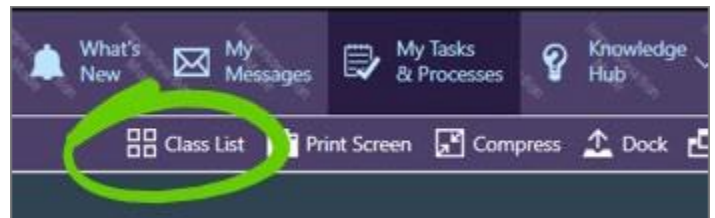
Teachers entering comments should first ensure they are in Teacher Access. If not, click the dropdown beside the home button and select Teacher Access.

If you have already added gradebook tiles to your dashboard, you can use these to go straight to your gradebook.

You can also navigate to your gradebook from the menu. Click the green menu button, then select Gradebook. Under the *Features* heading, select Gradesheet.



The system will return you to your most recently opened gradesheet. To select a different class, click class list at the top of your screen.



Enter Scoring Mode +

T1 Analyze Colleg... 10/21/2024 4.00 Play Twines 10/21/2024 4.00 Twine Reflectio... 10/21/2024 4.00 1.3 Twine 10/21/2024 4.00

Avg: 3.65 pts Avg: 2.78 pts Avg: 2.96 pts Avg: 3.31

Grading Period Options

☐ Grade Changes are Completed for: T1

☒ Add / Edit Comments for Grading Period

A / 3.63 pts 4.00 4.00 4.00

Click the column header for the grading period for which you wish to enter report card comments. In the example shown here, comments are being entered for the first quarter (T1).

Note: you can only add report card comments in open grading periods.

Next click Add / Edit Comments for Grading Period.

Now you are ready to enter comments. To use predefined comments, choose from the drop-down menus in each row. To type your own freeform comments, click the freeform comment box at the far right. A running total lets you know when you have reached the maximum number of characters. When you are finished entering comments, be sure to click Save.

Attendance Class List Gradebook : Gradesheet Edit Dock

Gradesheet > Student Comment List

Copy From: ENGL131 ENGLISH COMPOS...

T1 COMMENTS FOR 09/03/24 - 11/05/24

Return to Gradesheet Comment Code Legend

STUDENT SECTIONS

Search Student Name View Skyward Default More

Indicators	Student Name	T1	C1	C2	C3	Free Form Comment
			Default Blank Comments to	Default Blank Comments to	Default Blank Comments to	Default Blank Comments to
			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			<input type="button" value="Clear Column"/>	<input type="button" value="Clear Column"/>	<input type="button" value="Clear Column"/>	<input type="button" value="Clear Column"/> Characters Remaining: 50
			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Free Form Comment"/>
			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Free Form Comment"/>
			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Free Form Comment"/>
			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Free Form Comment"/>
			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Free Form Comment"/>

Free Form Comment

Please enter a free form comment.

Characters Remaining: 4000

500 Total Records