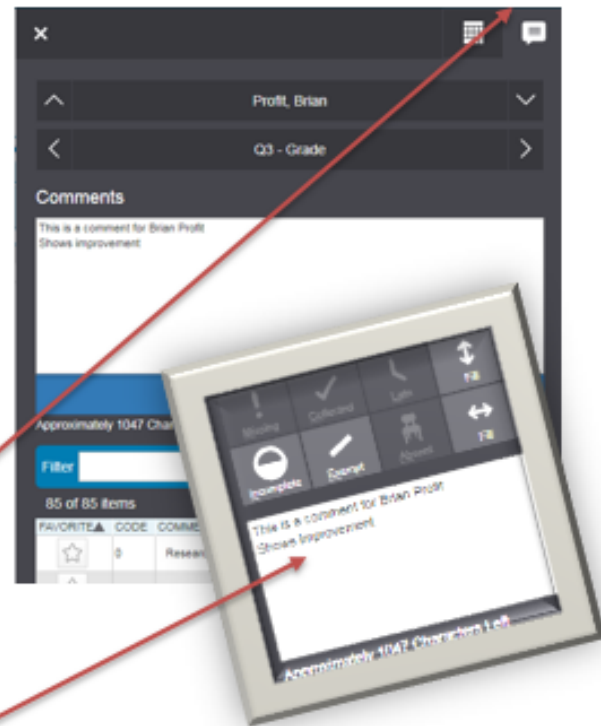


Grade book Comments via PT Pro For the Elementary Report Card

Comments to Print on Back of Report Card

These comments can be added at any time. **When they are added, the parent will be able to see them on the parent portal.** These are the comments that will print on the back of the report cards. If they aren't entered in the correct location, they won't print on the report card. If you want to add the same comment to ALL students (refer to next section for instructions ~ mass must be done before individual comments, or they will be replaced)

- Be sure the correct reporting term is selected in the drop down box in the top right corner. **Q3** is where you will want to be adding them for this reporting period.
- Select your **Personal Growth and Study Habits Course**
- Grading
- Grades (Traditional)
- Click on the final grade of the student you want to enter a comment
- The grade entry box will appear
- Click on the Comment icon to the far right. OR type in white box at bottom under the grade entry.
- Manually type a comment in the box, or click on the Comment Bank at the bottom to choose a predefined comment (click plus to add that to the comment box).
- Confirm student name and term before clicking save.



The comment box on ALL report cards will accommodate the **full 1110** characters that are allowable via the grade book. Watch the count below the comment box as you are typing.

Be careful if you copy and paste – your characters could run over the 1110 characters and not all will show on the report card.