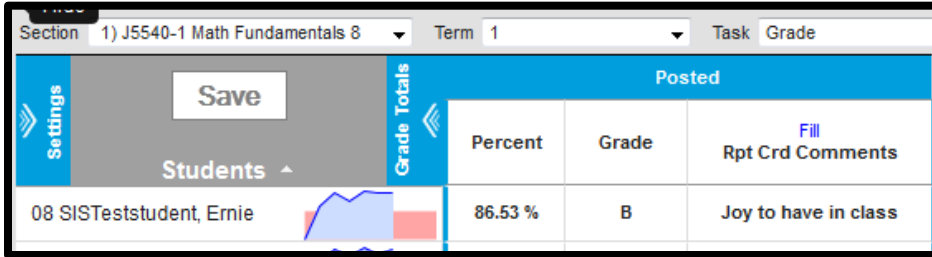


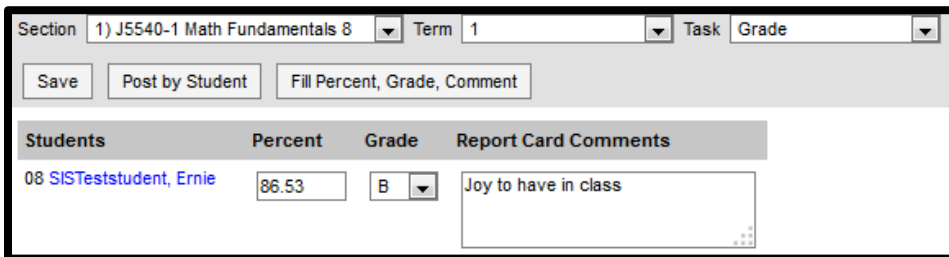
Teacher Comment Field Options:

• **Grading by Task or Grading by Student comment box when grading window is open.**

- **Where to enter:** Instruction > Grade Book > Posted > Rpt Crd Comments OR Post Grades > Post by Student or Standard/Grading Task > Report Card Comments Box



--- OR ---



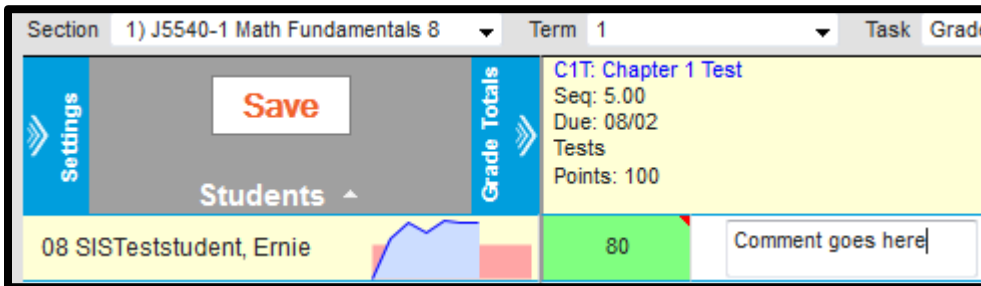
- **Where it appears:** Report Card

Course	Task	1
2623-1 AP Literature & Comp. []	Grade	C

Term 1 Comments: Comments box in Grading by task for Grading by Student that will show up on the students report card.

• **Assignment Comment box Grade Book.**

- **Where to enter:** Instruction > Grade Book > Click ">>" on Assignment > Comment Box

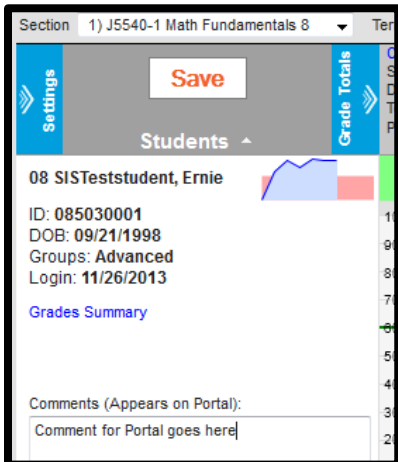


- **Where it appears:** Student Summary Report and on Portal under Student Schedule > Grade book > Assignment.

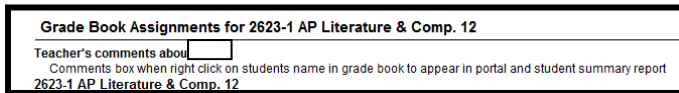
Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Turned In	Comments
Vocab Test -- Lesson 1	09/09/2011	09/09/2011	1.0	20	7	35		Comments field on the Assignment that will show up on Student Summary and Portal.

- **Grade Book right click on name Comment box.**

- **Where to enter:** Instruction > Grade Book > click on students name > Comments > Enter comments

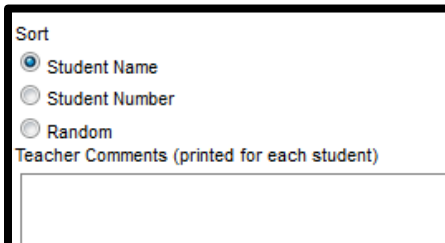


- **Where it appears:** Student Summary report and on Portal under student schedule > Grade book.



- **Student Summary Comments box.**

- **Where to enter:** Instruction > Reports(Grade Book) > Student Summary > Teacher Comments Box



- **Where it appears:** Student Summary report when printed. Same comment goes on all student's report.

