ClassMate Web:
Teacher Report Card Comments
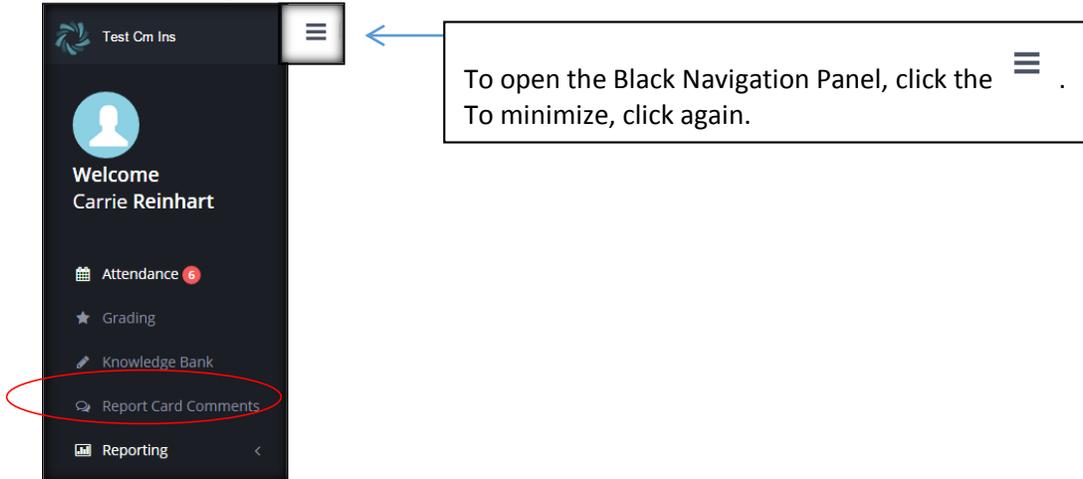
As of: January 10, 2016

Teacher Report Card Comments
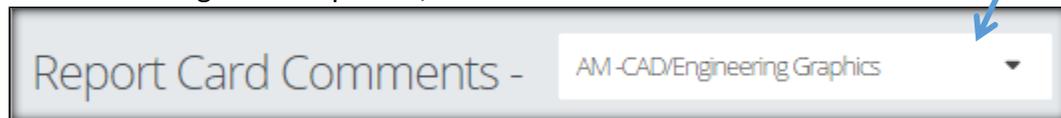
<u>Getting Started</u>

Open Black Navigation Panel > Select Report Card Comments

To open the Black Navigation Panel, click the ☰ .
To minimize, click again.

<u>Reviewing Grades</u>

1. Click on the existing class dropdown, to select a class

Report Card Comments - AM -CAD/Engineering Graphics ▼

2. Select the Marking Period you would like to enter Report Comments for, by clicking on the appropriate Marking Period button.

Marking Period 1   Marking Period 2   **Marking Period 3**   Marking Period 4

3. Review Student grades details, by clicking on any student name (student names are hyperlinks to their Snapshot information). Their Student Snapshot will open, and 9 tabs will display along the top. View the Grading tab to evaluate the student's grade details and to decide on the appropriate comment.

4. You will also see the student's PGR (Grade to Date) when entering Report Card Grades.

Selecting Report Card Comments:

1. Find the student name
2. Review the PGR
3. Select up to 3 comments per student – NOTICE: you will not differentiate between Knowledge comments, Work Ethic Comments and Skill Comments
   a. Click the dropdown under a Comment 1, 2 or 3 (fill them in order)

b. Select ONE comment. You may enter the number of the comment. Ex: type 04, and comment 04 will select
c. Click off Comment 1 and click the dropdown to Comment 2 (if applicable), repeat.
d. You may use the tab key to navigate the screen from left to right.
e. There is no Save button.

View Student Report Card Comments:
Once comments are selected, you can view the completed students Report Card comments:

STUDENT	PGR	COMMENT 1	COMMENT 2	COMMENT 3
Burson,Alexis ID#000011504	93	03 - Participation ca... ▼	05 - Participation is ... ▼	06 - Does not partici... ▼