

ClassMate Web: *Teacher Report Card Comments*

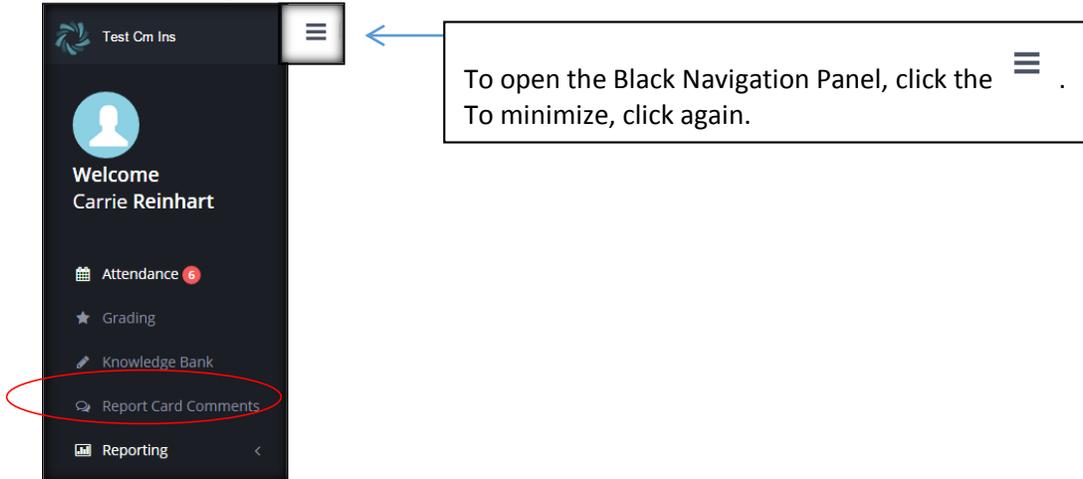


As of: January 10, 2016

Teacher Report Card Comments

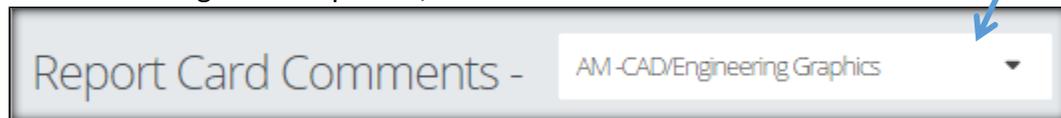
Getting Started

Open Black Navigation Panel > Select Report Card Comments



Reviewing Grades

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



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



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.

STUDENT

Burson, Brandon ID#000011712

Burson, Brandon ID#000011698

Burson, Evan ID#000011698

Burson, Matthew ID#000011105

Cooper, Jacob ID#000011474

DeAngelo, Zakory ID#000011809

Brandon Burson ID# 000011712

Dashboard Demographics Attendance **Grades** Medical Alerts Notes Discipline Progress Reports SDI

Grade Details

Knowledge Skill Work Ethics PDP TA

STUDENT	PGR	COMMENT 1	COMMENT 2	COMMENT 3
Burson, Alexis ID#000011504	93			
Burson, Kristen ID#000011781	90			
DeAngelo, Karlee ID#000011538	90			
DeAngelo, Samyyah ID#000011680	63			

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)

COMMENT 1

can be improved

04 - Participation has not improved

05 - Participation is unsatisfactory

06 - Does not participate in class

07 - Does not use class time efficiently

- 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... ▼