

Entering Report Card Comments – Administrators

October 15, 2018

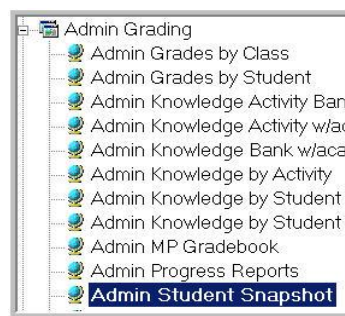


How to Enter Report Card Comments-Administrators *Prior to MP Close*

Teachers & Administrators can enter Report Card Comments that will appear on the Student Report Card. An Administrator can override a Teacher Comment by deleting the comment, adding a comment or changing a comment.

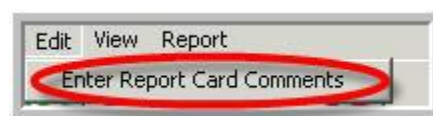
Entering Report Card Comments for Students

Double click **My Modules** > Double Click **Admin Grading** > Click **Admin Student Snapshot**

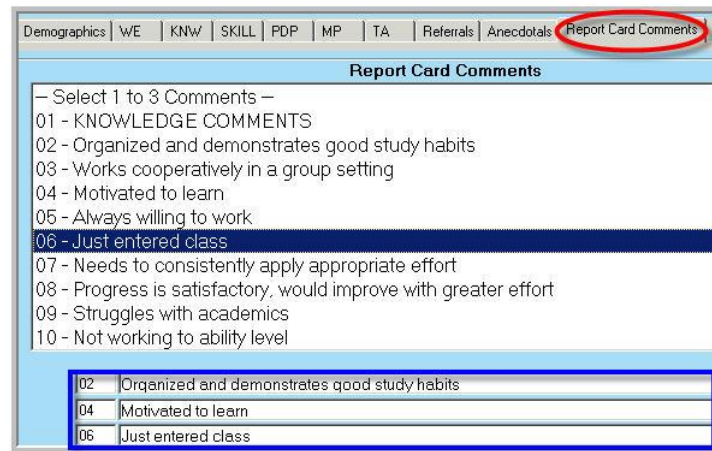


Anytime throughout the marking period, comments can be entered, saved and reviewed by completing the following steps:

- Select the **Student**
- Review the **Student Data** (Attendance, Grading Components, etc)
- Click the word **Edit** (located along the top of the screen)
- Click “Enter Report Card Comments”



- A **Report Card Comment Tab** will appear on the Student Snapshot



- Using the **Report Card Comment List**, Select up to 3 comments per student by clicking on the comment.
- Click **“Save”**
- Repeat steps until all students receiving comments for the selected class have been completed.

Editing Comments

- Highlight **Comment Code** (the box with the number that displays in front of the comment)
- Hit the keyboard **“Delete”** key or Right Click, select **“Delete”**
- The deleted comment code will disappear

How to Enter Report Card Comments-Administrators After MP Close

Adding / Editing Comments

Double click **My Modules** > Double Click **Admin Grading** > Click **Admin Grades by Student** or **Admin Grades by Class**

- Select the **Student**
- Review the **Student Data**
- Click in the comment field(s) > **C1, C2, C3** and enter Comment Number (It will be helpful if you have a copy of the **Report Card Comment codes** available to reference.)
- Click **“Save”**