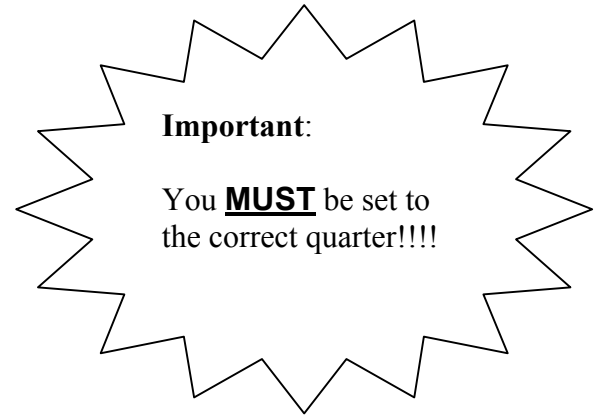
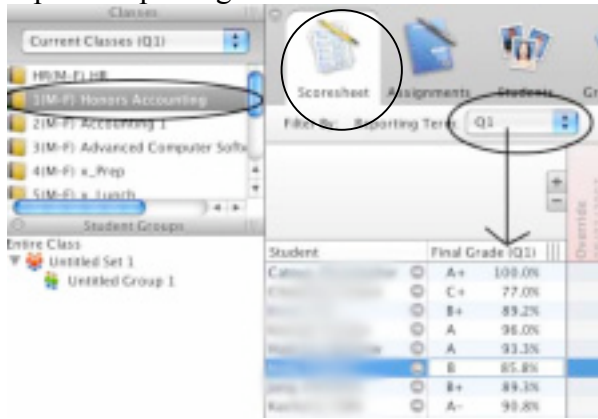


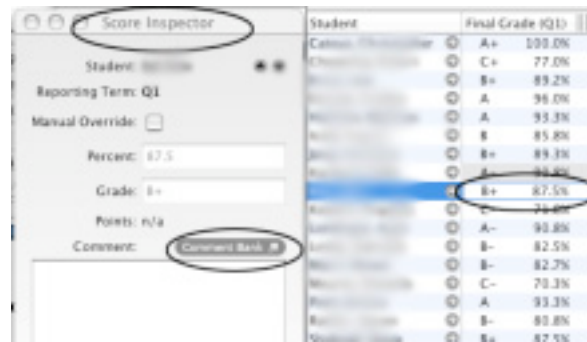
Entering Comments For Progress Reports and Report Cards

9/2009

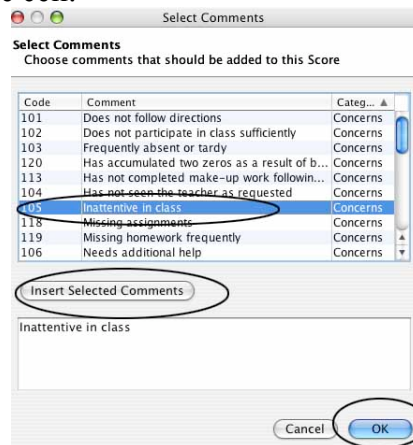
1. Select a class from the Classes pane. Click the Scoresheet tab. Click on the arrow of the Filter By: Reporting Term and select the appropriate reporting term from the menu.



2. From the menu bar, select Tools > Score Inspector.
3. On the Scoresheet, click in the final grade cell of the student for whom you want to add a final grade comment. Click Comment Bank to select one or more of the school's predefined comments (see the back of this sheet for the list of comments)



4. Click the comment you want, click **Insert Selected Comments** and click **OK**. A © in a blue circle will appear within the selected student's final grade cell.



5. To move to a different student, use the Score Inspector's up/down arrows (next to the student's name) or click on a different student's final grade cell.



6. When finished, close Score Inspector and click Save on the bottom right of the Scoresheet window.