Adding Comments to the Progress Report/Report Cards

 Open the gravely you wish to comments in 	adebook that add the 1.						
2. Click Posting Comments	; > Post	Grade Mar Warm U <u>W07-T</u> 10/04	rks Posting Che Post W06 09/3 Post	Reports - Dropped Stude Comments	Charts 🗸	Display Optio	
3. Click Post Co open report	Click Post Comments for the open reporting period		Grade Period(s) Open for Comment Posting 08/22/2016 to 10/25/2016 This grade period is open to post comments. Click the Post Comments link to enter comments for this period.				
4. You may vie Codes by clic Comment Co upper left of	bu may view the Comment odes by clicking View comment Codes on the oper left of the screen						
5. Enter the corresponding comment code (two digit number) in the appropriate column. In addition to the Freeform comment field, you may use up to three comments per student per gradebook. You have the option at the top of the columns to enter the "Default blank comments to:". In addition, in the Freeform Comments box, there is a button that will allow you to apply the Freeform comment to all students within that particular gradebook.							
6. Click the Sav you are done	e button when e		Save Back				