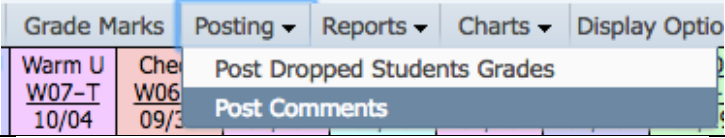
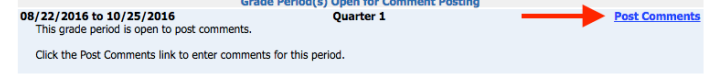



Adding Comments to the Progress Report/Report Cards

<p>1. Open the gradebook that you wish to add the comments in.</p>	
<p>2. Click Posting > Post Comments</p>	
<p>3. Click Post Comments for the open reporting period</p>	
<p>4. You may view the Comment Codes by clicking View Comment Codes on the upper left of the screen</p>	
<p>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.</p>	
<p>6. Click the Save button when you are done</p>	