Adding Comments

7th & 8th Grade

Go to Semester 2 Totals

Change view to Letter Grades
Adding Comments
7th & 8th Grade

Comment codes must be entered as numbers (i.e 7, 9). Two comments per column. Max 3, print on report card.

DO NOT USE COMMAS BETWEEN COMMENTS

Enter Comments in GP1 Comment and GP1 Comment 2 (if necessary)

To access comment codes, go to View/Edit – Grade Card Comment Codes

Left click on Done to close the window