

PROGRESS NOTICES

HIGH SCHOOL TEACHER INSTRUCTIONS

Choose a course on the drop down menu.

Year **10-11** School **SCHOOL** Section **(01) 342-2 PHY SCIEN 8**

Go to Gradebook

- [-] Student Information
 - General
 - Health
- [-] Instruction
 - Attendance
 - Gradebook

Right Click with mouse in the green area under the Grade column. You will get this window.

%	Grd	%	Grd
85.29	B		
79.37	C		
88.89	B		
88.89	B		
93.65	A		
85.29	B		
88.89	B		
92.06	A		

T1 - Overall Grade

Post Grades

Post Grades to other task ▶

Choose Post grades to other tasks

Choose Progress Grade

T1 - Semester Grade

Post Grades

Post Grades to other task ▶

T1 - Progress Grade

T1 - Academic Warning

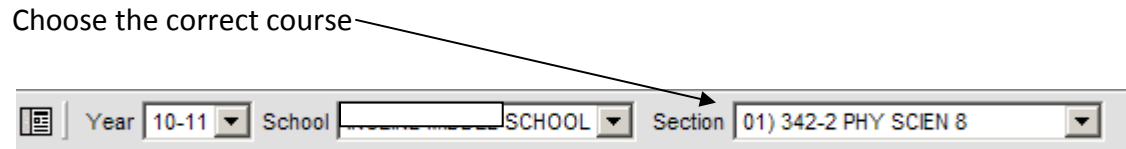
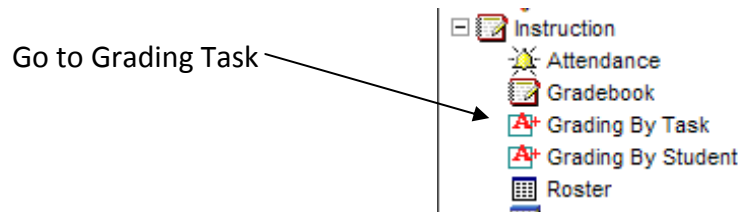
T1 - Citizenship Grade

Choose Save

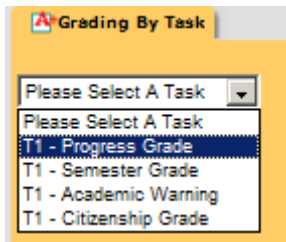
Save Options

You will not see any difference on the screen.

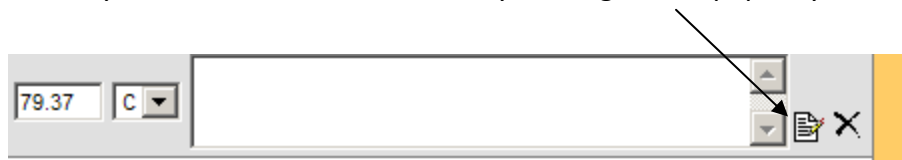
ADD COMMENTS TO A STUDENT'S PROGRESS GRADE



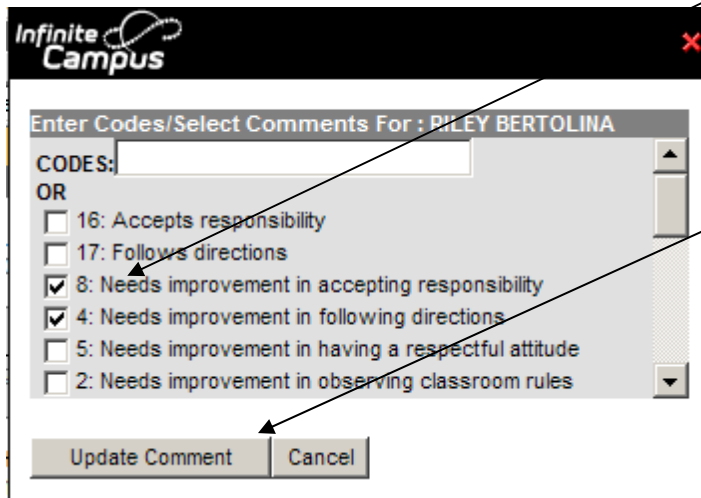
Ensure you are in the right grading task: Term and Progress Grade



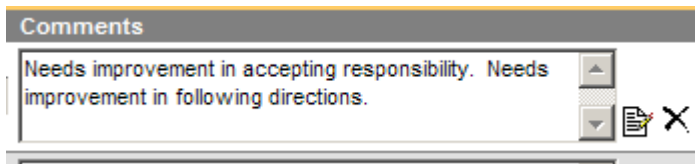
You may choose a canned comment by clicking on the paper symbol.



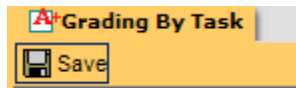
You may choose as many comments as you would like. When done choose Update Comment




The comments will appear in the comments column. Due to the size limitation on the report card, only the first three comments will be printed on the report card which will be sent to the student's home. However, all comments will show on the Parent/Student Portal.



Choose Save when done.



To remove a comment choose the  symbol and all comments will be removed.