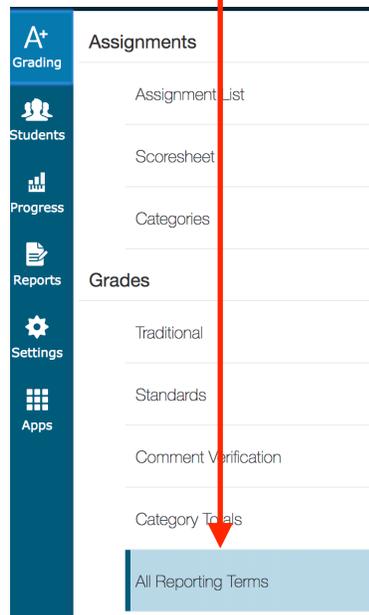


BHS - Inserting Comments

1. Click A+ Grading, Choose All Reporting Terms



2. Click on a student's grade cell under the Grading Term, ie. Q4

A screenshot of a gradebook interface. At the top right, there is a settings gear icon and a dropdown menu showing 'Q4'. Below this is a table with columns for 'Q4', 'E2', 'S2', and 'Y1'. The first row of data has a grade of '71' in the 'Q4' column, which is highlighted with a blue border and a small blue note icon in its top right corner. A red arrow points from the text above to this cell. The rest of the table contains various numerical grades and dashes.

Q4	E2	S2	Y1
71	--	77	82
90	--	92	93
94	--	91	90
0	--	40	59
31	--	60	71
57	--	66	71
81	--	74	72
0	--	33	53
69	--	78	81
41	--	60	71
29	--	39	50

3. Click the Comment Button

A screenshot of the comment entry dialog box. At the top right, there is a close button (X) and a comment button (speech bubble icon). Below this is a header area with a back arrow, a dropdown menu showing 'Q4 - Grade', and a forward arrow. The main area is a large white text box with the text '4. Type your Comments in this box!' and '5. A "Blue Note Icon" will appear in corner of the grade box. This indicates a comment has been entered.' A red arrow points from the text above to the comment button. At the bottom, there are two buttons: 'Clear Comment' and 'Show Comment Bank'. Below the buttons, it says 'Approximately 2025 Characters Left'.