BHS - Inserting Comments

1. Click A+ Grading, Choose All Reporting Terms

	Assignments
A+ Grading	
	Assignment List
Students	Scoresheet
Progress	Categories
Reports	**Grades**
Settings	Traditional
Apps	Standards
	Comment Verification
	Category Totals
	All Reporting Terms
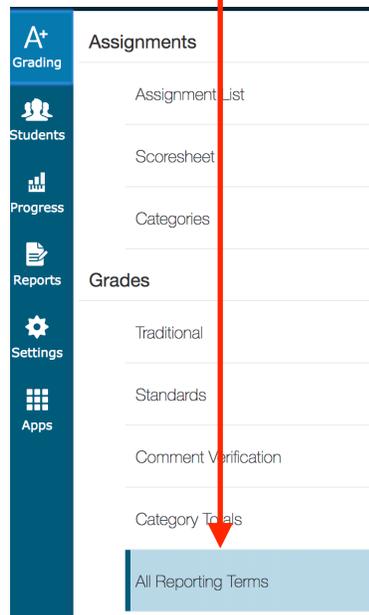
2. Click on a student's grade cell under the Grading Term, ie. Q4

3. Click the Comment Button

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

Q4 - Grade

Comments

4. Type your Comments in this box!

5. A "**Blue Note Icon**" will appear in corner of the grade box. This indicates a comment has been entered.

Clear Comment | Show Comment Bank

Approximately 2025 Characters Left