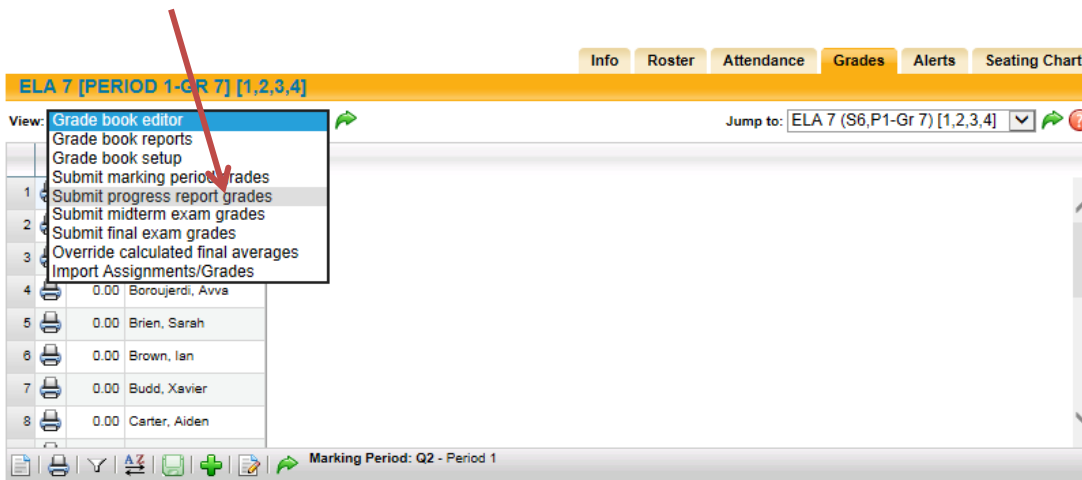


Submitting Mid-Marking Period Comments

1. Open the gradebook for the class and from the drop down menu select 'Submit progress report grades'.



2. Enter comments by typing the desired comment, using the comment bank, or entering the comment codes separated by a comma. ***You MUST hit the green plus sign for the comments or codes in the text box to be uploaded for that student**

The screenshot shows the 'Submit progress report grades' view for a student named 'Akhlagh Ne Grade Book'. The 'Progress Report' column contains the text 'No comments have been added.' and a 'Comment Bank' button. A red box highlights the 'Submit progress report grades' view dropdown and the 'Progress Report' column header. A red box also highlights the 'Comment Bank' button. A red arrow points from the 'Comment Bank' button to a text box containing the following instructions:

1. Type in your comment in the text box and then select the green plus sign.
2. Open the comment bank and select the comments you want to include.
3. Enter the comment codes in the text box and select the green plus.

Another red box highlights the 'Progress Report' column header and the 'Comment Bank' button, with a text box containing the following instructions:

These control all students. Use these icons to quickly upload all comments or submit a batch comment to all students.

3. After you have uploaded a comment for the necessary students, click the SAVE disk icon in the top right corner.

