

Posting Report Card Comments

Quarter 1

Apparently, the correct way to post comments for a progress report/report card are different than how we did them about four weeks ago. Previously, we were attaching comments to learning goals when we scored Work Habits. The comments showed up online for kids and parents, but they did not print out on progress reports. Since then, Dan, Kate, and I have worked w/ Empower to get a better report card/progress report, and in doing so, learned the proper way to post comments so they will show up on the progress report.

When you are in the grading spreadsheet, select the content area, topic area to score, and the class you are scoring. After you post the scores, scroll to the the top of the screen where there is a green button labeled "Progress Report Comments". Click it.



Select the Content area and Progress Period.

Select a Content Area	Select a Progress Period
English Language Arts (ELA)	Q1

Please ignore anything regarding pace, we aren't ready for that discussion yet. If you would like to provide a general comment to the entire class, you can use this area to do so.

ClassComment for All Students

If you want to provide individual comments, scroll down to the student you want to comment for and type in the Comment field.

 Coombs, Jocelyne: 130047090

Comments:

When done, MAKE SURE YOU CLICK SAVE!

No data will be saved until you click the 'SAVE' button!

Save

Please keep in mind, that these are comments that will be viewable on the printed report card, and they are attached to the entire content area. Also, the name of the teacher who provided the comment will be next to the comment. If you wish to provide a comment on a specific learning goal, you can continue posting those comments just as you did for the first progress report. But, keep in mind that they will only be viewable to students and parents when they've view the progress report/ Report card online.