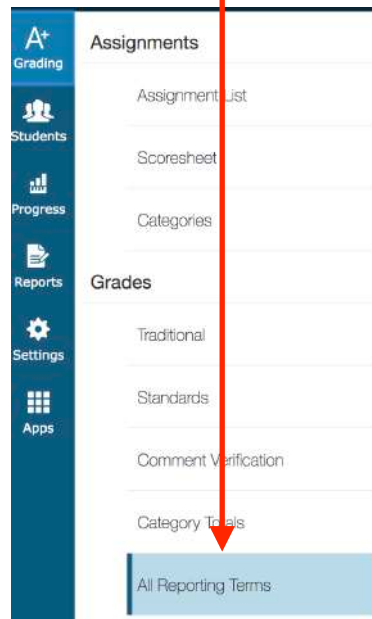


BHS - Inserting Comments

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, there is a settings gear icon and a dropdown menu set to 'Q4'. Below this is a table with columns for different grading terms: Q4, E2, S2, and Y1. The first row of data shows scores: 71, --, 77, and 82. A red arrow points from the '2. Click on a student's grade cell...' instruction to the '71' in the first row, Q4 column. Another red arrow points from the '71' to the comment box in the next screenshot.

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 comment icon (a speech bubble) with a red arrow pointing to it from the instruction '3. Click the Comment Button'. The dialog box has a title bar with a close button (X) and a grid icon. Below the title bar, there are navigation arrows and a label 'Q4 - Grade'. The main area is titled 'Comments' and contains a large text input box. Below the input box, there are two buttons: 'Clear Comment' and 'Show Comment Bank'. At the bottom, it says 'Approximately 2025 Characters Left'.

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.