

ADDING COMMENTS

Before you can export your grades, you need to add the comments for each student. The comments list is already contained in your Gradequick files and is also displayed below. You can add up to 2 comments for each student.

To display the comments columns in your gradebook:

1. Open one of your Gradequick files.
2. Click **View, Student Info**
3. Scroll down in the Data Fields list, click on **C1** and click **OK**. If you want to be able to add 2 comments to your students, select **View, Student Info**, and select **C2**. Then click **OK**.
4. You will now have columns called C1 and C2 displayed in your gradebook.
5. To save the configuration for all files, click **Options, Save Settings**, and click **OK**.

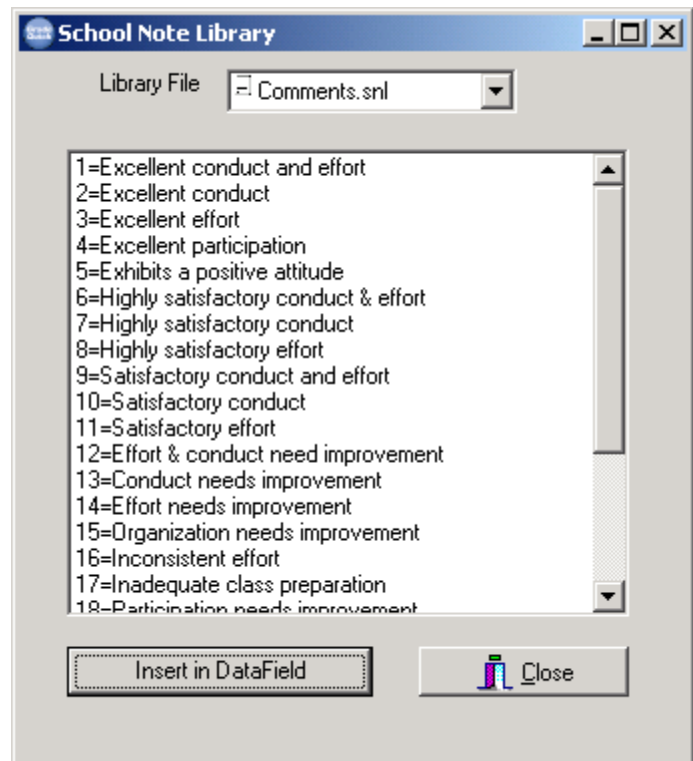
To Add the Comments:

You can type the comment numbers directly into the cell for each student. Just type the comment number into the C1 and C2 fields. It is OK to just add 1 comment per student or to give some students 1 comment and others 2 comments.

Or, if you prefer to select the comments from a list:

1. Click into the C1 field for a student.
2. Click **Edit, School Note Library** to display the comments list.
3. Click on desired comment.
4. Click the **Insert in DataField** button.
5. Click **Close**. You will see the comment number in the cell.
6. Perform the same steps to add a comment in the C2 column if desired.

(See next page for complete comment list)



UPDATED COMMENTS LIST

- 1=Excellent conduct and effort
- 2=Excellent conduct
- 3=Excellent effort
- 4=Excellent participation
- 5=Exhibits a positive attitude
- 6=Highly satisfactory conduct & effort
- 7=Highly satisfactory conduct
- 8=Highly satisfactory effort
- 9=Satisfactory conduct and effort
- 10=Satisfactory conduct
- 11=Satisfactory effort
- 12=Effort & conduct need improvement
- 13=Conduct needs improvement
- 14=Effort needs improvement
- 15=Organization needs improvement
- 16=Inconsistent effort
- 17=Inadequate class preparation
- 18=Participation needs improvement
- 19=Makes good use of available support
- 20=Extra help recommended
- 21=A pleasure to have in class
- 22=Not working to potential
- 23=Needs to practice more
- 24=Needs to care for instrument