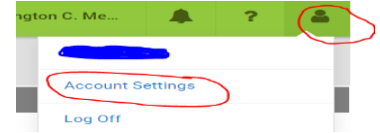


Posting Progress Report Instructions



*If you haven't already done so, you must go to your Account Settings and check the "Use Canned Comments" setting and SAVE.



Follow the instructions below to post your progress report comments:

1. Click **POST GRADES**
2. Make sure you are in the proper **Term** in the drop down
3. Select course **Section** in the drop down
4. Select Task – "PR" for Progress Reports
5. To fill all students with the "PR" grade and comment(s) click **Fill Percent, Grade, Comment**
6. **EVERYONE** must enter "PR" in the Grade column.

Students	Percent	Grade	Posted		In Progress
			Report Card Comments	Canned Comment	
12 Anafio, Sarah				Manage	
12 Bifulco, Lauren E				Manage	
12 Borger, Katherine				Manage	
12 Chalich, Erin				Manage	
12 Corbett, Ryan P				Manage	
12 Dapic, Stephanie M				Manage	
12 DiBiase, Julia E				Manage	
12 Eisert, John V				Manage	

7. Select "PR" under the word "Grade", choose up to **TWO** comments and click **Fill**

Fill: Percent, Grade, Comment
Applies the same value to multiple students

Grade
 PR
 Comment

Puts forth genuine effort. Actively contributes in class.

Students: All

Canned Comments
Selection Method: Enter Code(s): [] Add

Choose Comment(s):

- 1: Frequent absences
- 2: Frequent lateness
- 3: Frequently absent for tests
- 4: Frequent absences/lateness
- 5: Excessive Abs-15 pt penalty
- 6: Puts forth genuine effort
- 7: Actively contributes in class
- 8: Attitude is improving

Fill Cancel

8. To change or enter individual comments for students, Click on the "**Manage**" next to **EACH** student you wish to modify. Make adjustments and Click "**Save**" at the bottom of the dialog box.
9. **REMEMBER** to select **ONLY** two comments per student
10. Click **Save** at the top left of the screen and repeat for each course section.

Students	Percent	Grade	Posted		In Progress
			Report Card Comments	Canned Comment	
11 Alfano, Sabria R		PR	Puts forth genuine effort. Actively contributes in class.	Manage	
11 Bove, Jordana R		PR	Puts forth genuine effort. Actively contributes in class.	Manage	
11 Burgos, Tyler A		PR	Puts forth genuine effort. Actively contributes in class.	Manage	