ProgressBook® GradeBook

Daily Comments

Training Guide

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A+ *Lesson*Objectives

- 🎓 Write daily comments
- 🎓 View daily comments
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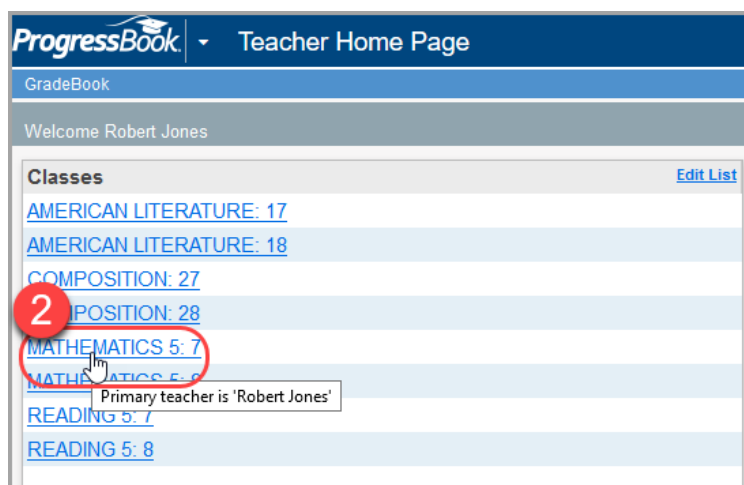
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A+ *Access & Navigation*

Daily comments are notes you can write about a student to keep track of behavior, achievement, or other thoughts. You may choose to make these notes visible or not visible to the parent and student.

1. Log in to GradeBook.

2. On the **Teacher Home Page**, under **Classes**, click the class containing the student whose daily comment you want to write, view, or delete.

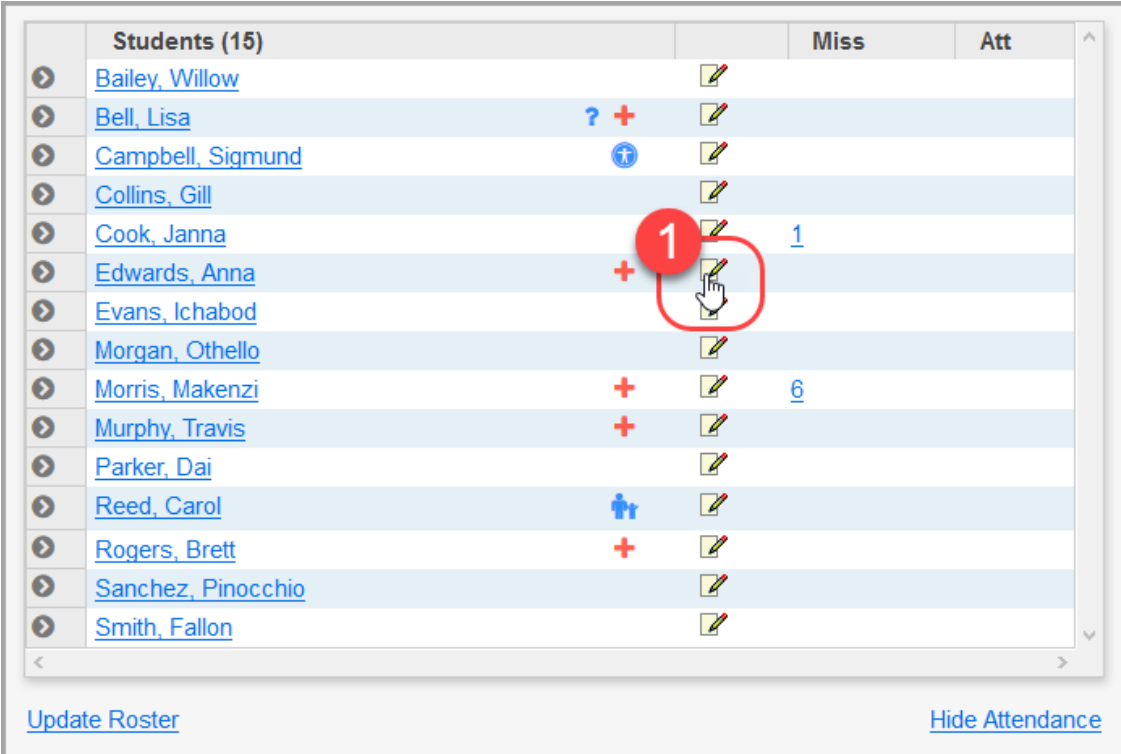On the **Class Dashboard**, students display in your roster on the left side of the screen. This roster is where you can access daily comments.

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
A+ *Writing*Comments

Writing daily comments for your students lets you quickly take notes about anything you want from that day so you can reference it in the future, or so you can notify the parents.

1. In your class roster area, in the row of the student for whom you want to write a comment, click 📝. If the student already has a comment, 📝 displays instead, but you can click on it to update the comment.

Students (15)			Miss	Att
❯ Bailey, Willow		📝		
❯ Bell, Lisa	? ➕	📝		
❯ Campbell, Sigmund	🔵	📝		
❯ Collins, Gill		📝		
❯ Cook, Janna		📝	1	
❯ Edwards, Anna	➕	📝		
❯ Evans, Ichabod		📝		
❯ Morgan, Othello		📝		
❯ Morris, Makenzi	➕	📝	6	
❯ Murphy, Travis	➕	📝		
❯ Parker, Dai		📝		
❯ Reed, Carol	👫	📝		
❯ Rogers, Brett	➕	📝		
❯ Sanchez, Pinocchio		📝		
❯ Smith, Fallon		📝		

Update Roster   Hide Attendance

The **Daily Comments** window opens.

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2. Optional: If you have the incorrect student or date selected, use the respective **Student** drop-down list and **Date** field to make the desired changes.

3. In the text box, enter the daily comment you want to give this student.

4. Optional: If you want parents and students to be able to view this daily comment in ParentAccess, select the **Publish to the Web?** check box.

5. Optional: To run the spelling checker, click **Check Spelling**.

6. When you are finished, click **Update**.

When you publish the daily comments to ParentAccess, they display at the top of the Dashboard screen to both parents and students under a heading with your class name.

A confirmation message displays on the **Daily Comments** window. If you close the window and refresh the **Class Dashboard**, you can see that you entered a comment for the student, because 📝 displays.
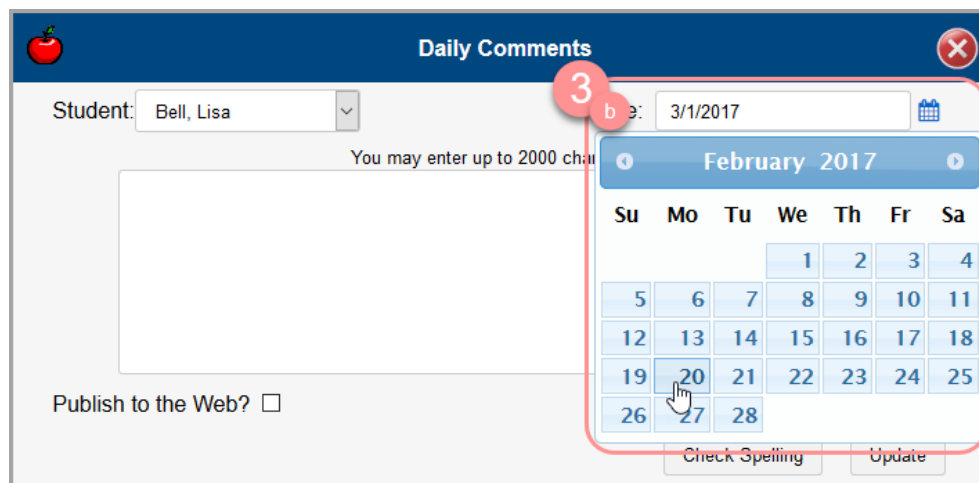
A+ *Viewing* Comments

1. On the **Class Dashboard,** to view a comment, hover your cursor over any notepad icon that has writing on it (📝). This icon signifies there is a comment to view. A hover tip displays with the text of the comment written for this student.

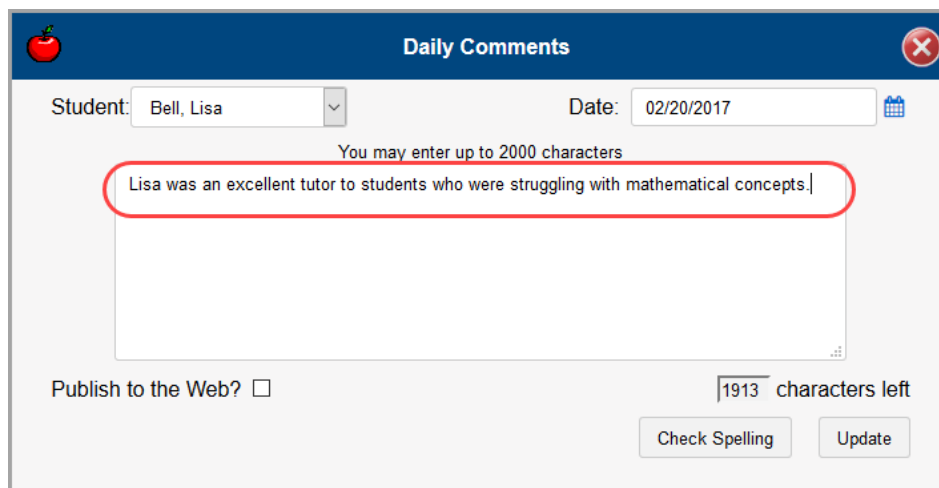2. Optional: Click 📝 to open the **Daily Comments** window and edit the comment as desired.

3. Optional: View comments from a previous day.

   a. Click ✏ or 📝 in the row of the student whose comments you want to view.

   b. On the **Daily Comments** window, in the **Date** field, select the date of the daily comment you want to view.

The comments from that day display in the text box. You can update the comment as necessary. When you are finished, close the window.

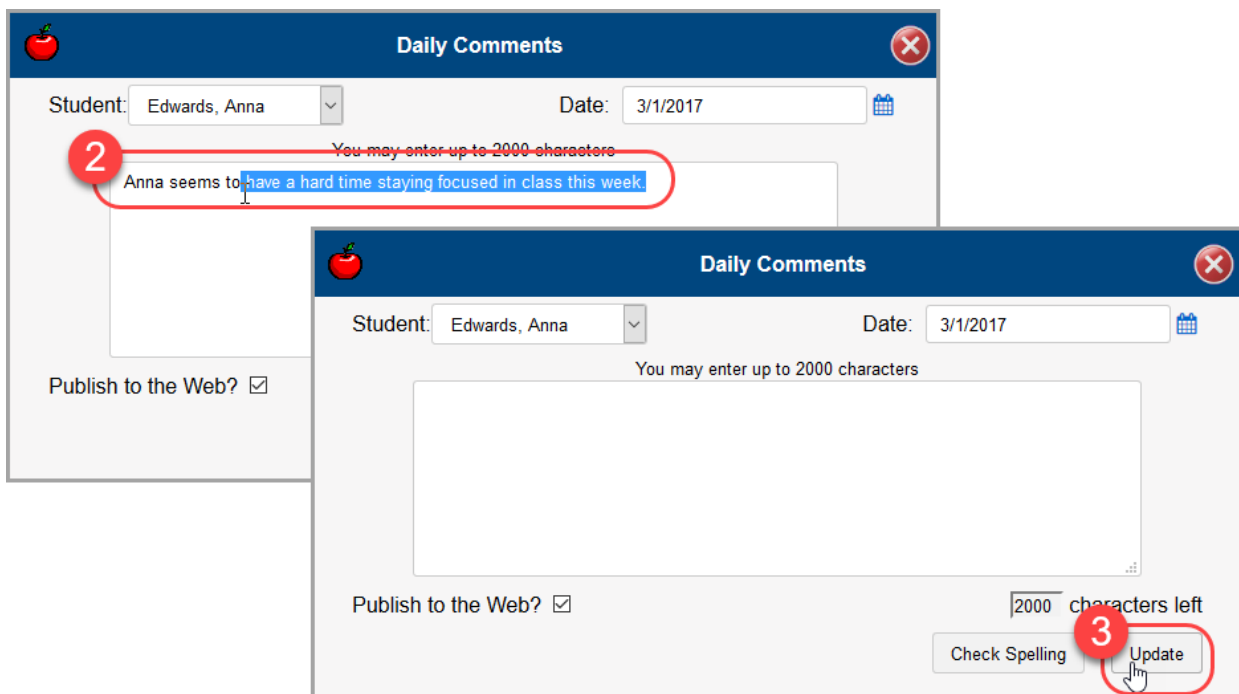# A+ *Deleting*Comments

1. On the **Class Dashboard,** click 📝 in the row of any the student whose daily comment you want to delete.

   The **Daily Comments** window opens.

2. In the text box, delete all of the text that displays.

3. Click **Update**.

When you close the window and then refresh the **Class Dashboard,** the 📝 has changed to 📝, which indicates that there are no daily comments to see.

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