



*ProgressBook*®  
*GradeBook*

# Daily Comments

## *Training Guide*

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# *Lesson Objectives*

-  Write daily comments
-  View daily comments
-  Delete daily comments

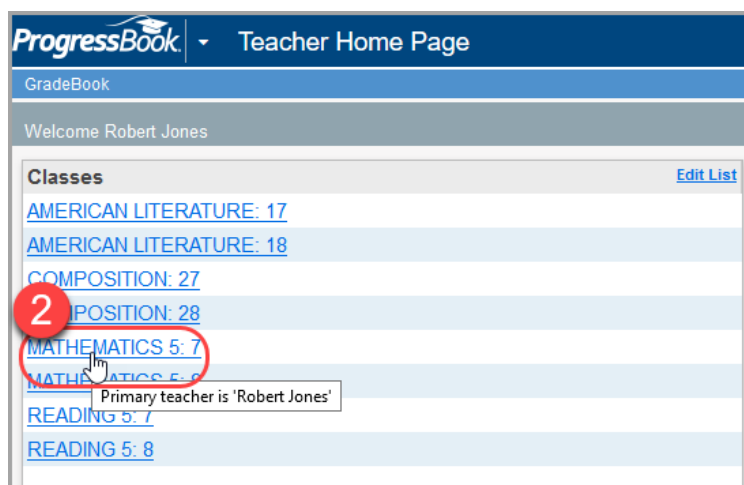
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# Access & Navigation

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.



Students (15)		Miss	Att
▶	<a href="#">Bailey, Willow</a>		
▶	<a href="#">Bell, Lisa</a> ? +		
▶	<a href="#">Campbell, Sigmund</a> ⓘ		
▶	<a href="#">Collins, Gill</a>		
▶	<a href="#">Cook, Janna</a>		1
▶	<a href="#">Edwards, Anna</a> +		
▶	<a href="#">Evans, Ichabod</a>		
▶	<a href="#">Morgan, Othello</a>		
▶	<a href="#">Morris, Makenzi</a> +		6
▶	<a href="#">Murphy, Travis</a> +		
▶	<a href="#">Parker, Dai</a>		
▶	<a href="#">Reed, Carol</a> ⓘ		
▶	<a href="#">Rogers, Brett</a> +		
▶	<a href="#">Sanchez, Pinocchio</a>		
▶	<a href="#">Smith, Fallon</a>		



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.

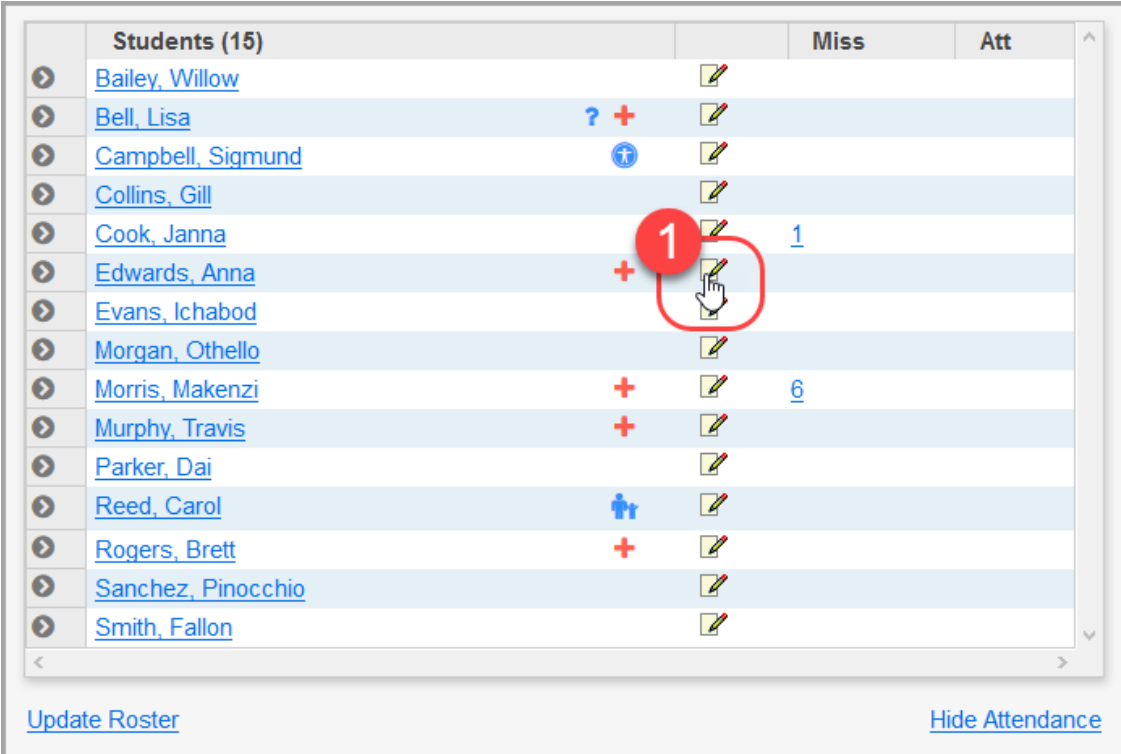
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






























# *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
	<a href="#">Bailey, Willow</a>		
	<a href="#">Bell, Lisa</a>	? + 	
	<a href="#">Campbell, Sigmund</a>	 	
	<a href="#">Collins, Gill</a>		
	<a href="#">Cook, Janna</a>	+  1	1
	<a href="#">Edwards, Anna</a>	+ 	
	<a href="#">Evans, Ichabod</a>		
	<a href="#">Morgan, Othello</a>		
	<a href="#">Morris, Makenzi</a>	+ 	6
	<a href="#">Murphy, Travis</a>	+ 	
	<a href="#">Parker, Dai</a>		
	<a href="#">Reed, Carol</a>	 	
	<a href="#">Rogers, Brett</a>	+ 	
	<a href="#">Sanchez, Pinocchio</a>		
	<a href="#">Smith, Fallon</a>		

[Update Roster](#) [Hide Attendance](#)

The **Daily Comments** window opens.

## **A+** Writing Comments (continued)

- 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.
- In the text box, enter the daily comment you want to give this student.
- 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.
- Optional: To run the spelling checker, click **Check Spelling**.
- When you are finished, click **Update**.

The screenshot shows the 'Daily Comments' form. At the top, there is a title bar with a close button. Below it, a 'Student' dropdown menu is set to 'Edwards, Anna' and a 'Date' field is set to '3/1/2017'. A large text area contains the comment 'Anna seems to have a hard time staying focused in class this week.' Below the text area, there is a 'Publish to the Web?' checkbox which is checked. At the bottom right, there is a 'Check Spelling' button and an 'Update' button. A character count shows '1934 characters left'. Red callout boxes with numbers 2 through 6 point to the Student dropdown, the text area, the Publish to the Web checkbox, the Check Spelling button, and the Update button respectively.

*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.





# Viewing Comments

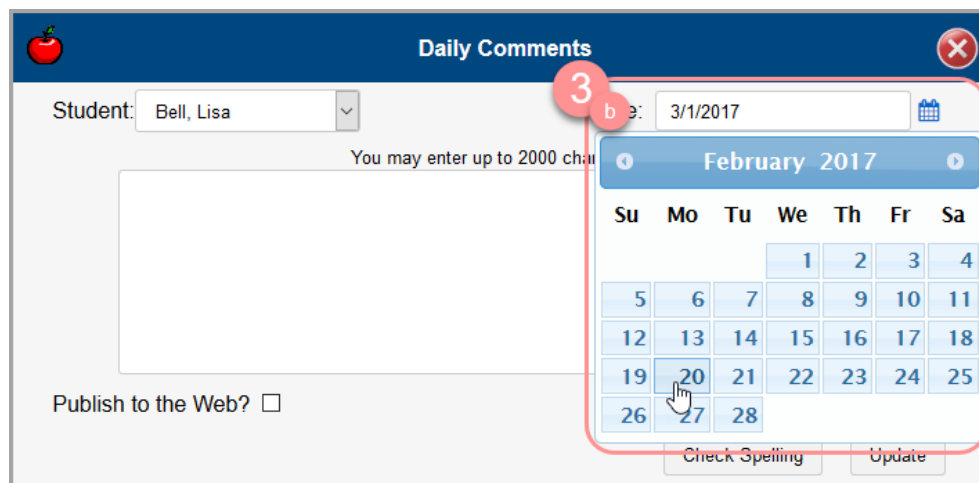
1. On the **Class Dashboard**, to view a comment, hover your cursor over any notepad icon that has writing on it (📝). This icon signifies there is a comment to view. A hover tip displays with the text of the comment written for this student.

The screenshot shows the ProgressBook Class Dashboard interface. At the top, it says "ProgressBook" and "Class Dashboard". Below that, it says "GradeBook" and "Welcome Robert Jones!". The main area is a table with columns for "Students (15)", "Miss", and "Att". The students listed are Bailey, Willow; Bell, Lisa; Campbell, Sigmund; Collins, Gill; Cook, Janna; Edwards, Anna; Evans, Ichabod; Morgan, Othello; Morris, Makenzi; Murphy, Travis; Parker, Dai; Reed, Carol; Rogers, Brett; Sanchez, Pinocchio; and Smith, Fallon. A red circle with the number "1" highlights the notepad icon for Anna Edwards. A hover tip is visible over this icon, displaying the text: "Anna seems to have a hard time staying focused in class this week." On the right side of the dashboard, there are several navigation links: Seating Chart, Daily Attendance, Period Attendance, Post Homework, View ParentAccess, Add a New Lesson, 5 Day Planner, Dashboard, GradeBook Grid, Standards Based, Add an Assignment, Enter Report Card, Assignment Maintenance, and Assignment Types.

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

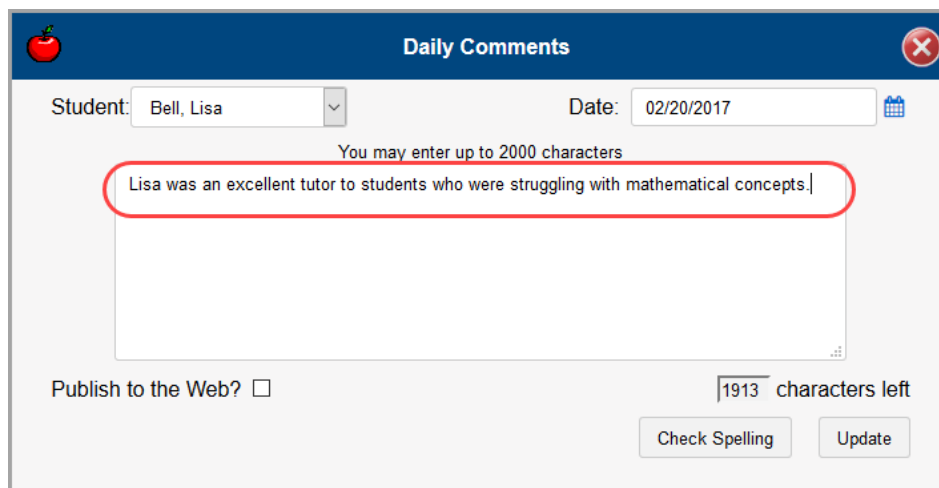
## **A+** Viewing Comments (continued)

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 screenshot shows the "Daily Comments" window. The "Student" dropdown is set to "Bell, Lisa". The "Date" field is set to "3/1/2017". A calendar for February 2017 is open, with the date "20" selected. A red circle with the number "3" is around the calendar, and a red arrow points to the date "20". The text box is empty. The "Publish to the Web?" checkbox is unchecked. The "Check Spelling" and "Update" buttons are visible at the bottom.

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



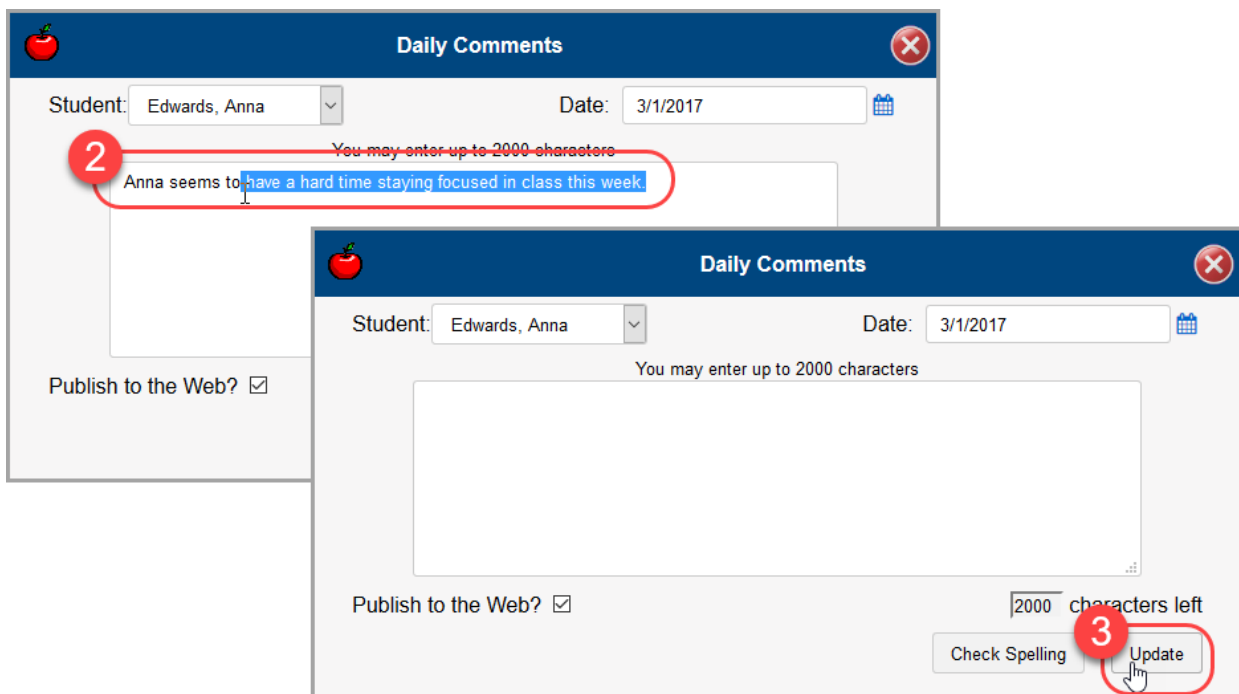
The screenshot shows the "Daily Comments" window. The "Student" dropdown is set to "Bell, Lisa". The "Date" field is set to "02/20/2017". The text box contains the comment: "Lisa was an excellent tutor to students who were struggling with mathematical concepts." The text box is highlighted with a red oval. The "Publish to the Web?" checkbox is unchecked. The character count shows "1913 characters left". The "Check Spelling" and "Update" buttons are visible at the bottom.

# *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**.



The image shows two screenshots of the "Daily Comments" window. The top screenshot shows the window with a student name of "Edwards, Anna" and a date of "3/1/2017". The text box contains the comment "Anna seems to have a hard time staying focused in class this week." A red circle with the number "2" highlights the text. The bottom screenshot shows the same window with the text box empty. A red circle with the number "3" highlights the "Update" button.

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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