

# Gradebook Tutorial #13: How to add a Final Grade Comment for JH Option Courses

The screenshot shows a gradebook interface with the following elements and callouts:

- #1:** Points to the 'Classes' list on the left sidebar.
- #2:** Points to the 'Scoresheet' tab in the top navigation bar.
- #3:** Points to the 'Reporting Term' dropdown menu.
- #4:** Points to the 'Assignments' mode button.
- #5:** Points to a student's final grade in the main table.
- #6:** Points to the 'Fill Scores/Show Score Inspector' dialog box.
- #7:** Points to the 'Final Grade' Score Inspector dialog box.
- #8:** Points to the 'Comment' tab in the 'Final Grade' dialog.
- #9:** Points to the character count '0 of 2048 characters'.
- #10:** Points to the 'Insert Selected' button in the comment dialog.
- #11:** Points to the 'Comment' text area.
- #12:** Points to the 'Close' button in the comment dialog.
- #13:** Points to the 'Final Grade' dialog box.
- #14:** Points to the scroll arrows in the comment dialog.
- #15:** Points to the 'Close' button in the 'Final Grade' dialog.
- #16:** Points to a small blue 'c' next to a final grade in the table.

**Student names have been covered to protect their privacy!**

- #1: Select a course for which you want to enter final grade comments.
- #2: Select the "Scoresheet" tab.
- #3: Ensure that you have selected the correct/current "Reporting Term".
- #4: Select the "Assignment" mode.
- #5: Select a student "Final Grade".
- #6: Right-click on the final grade and the "Fill Scores/Show Score Inspector" dialogue box appears. Select "Show Score Inspector".
- #7: The "Final Grade" Score Inspector dialogue box appears.
- #8: You can either select the "Comment" tab or you can enter a custom comment here.
- #9: A counter tracks the number of characters used. You have up to 2048 characters.
- #10: From the "Comment" tab, you can select a pre-defined comment, if any are present or if you have created your own comment bank. (See Tutorial #11 on how to create your own "My Comment" bank)
- #11: Click "Insert Selected", and
- #12: the selected comment will be entered in the comment window. You can add multiple pre-defined comments by repeating Steps 10 & 11.
- #13: Alternatively you can write your own custom comment. You can enter a combination of custom comments and pre-defined comments.
- #14: Use the "up" and "down" scroll arrows to navigate from one student to another and continue to enter your comments.
- #15: Click "Close" when you have finished entering your comments.
- #16: A small blue "c" appears next the Final Grade to indicate that a comment has been entered.