

Gradebook Tutorial #5: How to add a Final Grade Comment

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: Select a student "Final Grade".

#4: Right-click on the final grade and the "Fill Scores/Show Score Inspector" dialogue box appears. Select "Show Score Inspector".

#5: The "Final Grade" Score Inspector dialogue box appears.

#6: You can either select the "Comment" tab or you can enter a custom comment here.

#7: A counter tracks the number of characters used. You have up to 2048 characters.

#8: From the "Comment" tab, you can select a pre-defined comment.

#9: Click "Insert Selected", and

#10: the selected comment will be entered in the comment window. You can add multiple pre-defined comments by repeating Steps 8 & 9.

#11: Alternatively you can write your own custom comment. You can enter a combination of custom comments and pre-defined comments.

#12: Use the "up" and "down" scroll arrows to navigate from one student to another and continue to enter your comments.

#13: Click "Close" when you have finished entering your comments.

#14: A small blue "c" appears next the Final Grade to indicate that a comment has been entered.