

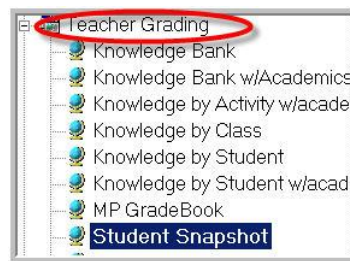
**ClassLink ClassMate™**

## Entering Report Card Comments- *Prior to MP Close*

Teachers can enter report card comments that will appear on the Student Report Card

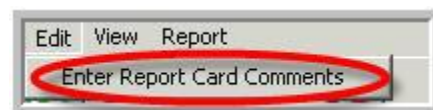
### Entering Comments

Double click **My Modules**>Double Click **Teacher Grading**> Click **Student Snapshot**



Anytime throughout the marking period, comments can be entered and saved by completing the following steps:

- Select the **Class**
- Select the **Student**
- Review the **Student Data** (Attendance, Grading Components, etc)
- Click the word **Edit** (located along the top of the screen)
- Click enter “**Report Card Comments**”



- A **Report Card Comment Tab** will appear on the Student Snapshot

Demographics	WE	KNW	SKILL	PDP	MP	TA	Referrals	Anecdotal	<b>Report Card Comments</b>
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**Report Card Comments**

– Select 1 to 3 Comments –

01 - KNOWLEDGE COMMENTS

02 - Organized and demonstrates good study habits

03 - Works cooperatively in a group setting

04 - Motivated to learn

05 - Always willing to work

**06 - Just entered class**

07 - Needs to consistently apply appropriate effort

08 - Progress is satisfactory, would improve with greater effort

09 - Struggles with academics

10 - Not working to ability level

02	Organized and demonstrates good study habits
04	Motivated to learn
06	Just entered class

- Using the **Report Card Comment List**, Select **up to 3** comments per student by clicking on the comment. It is helpful to have a copy of the **Report Card Comment Codes** available for reference. The comments can be entered by number as well.
- Click **“Save”**
- Repeat steps until all students receiving comments for the selected class have been completed.

## Editing Comments

- Highlight **Comment Code** (the box with the number that displays in front of the comment)
- Hit the keyboard **“Delete”** key or Right Click, select **“Delete”**
- The deleted comment code will disappear