

GRADEBOOK COMMENTS FOR PARENT ACCESS

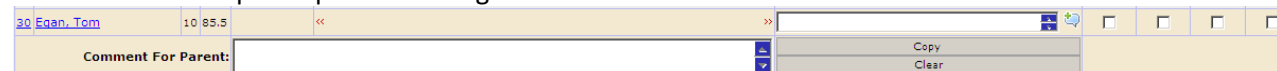
Gradebook→Gradebook→Grade Assignment



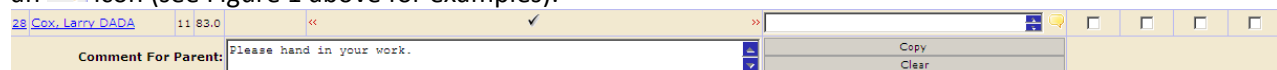
Figure 1 – The **Gradebook→Gradebook→Grade Assignment** Screen illustrating “Comment for Parents” icons

Comments for Parents

The Comment field on Gradebook Assignments is for the private use of the teacher. A second “for Parents” Comment field has been added to allow teachers to post comments that are visible to the parents via the Parent Access module. Access to the “Comment for Parents” text field is controlled by the presence of the icon to the right of the existing Comment field. When the icon is clicked, a “Comments for Parents” field opens up below the “grade the student” line:

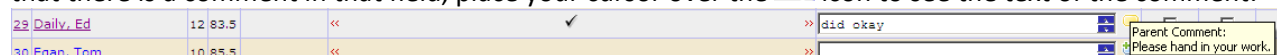


Once a comment is entered into the “Comments for Parents” field and saved, the icon is converted to an icon (see Figure 1 above for examples):

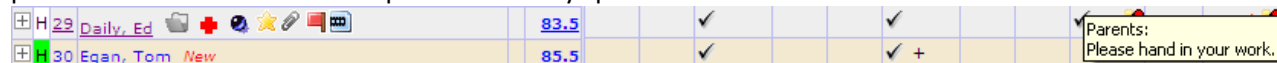


Text of Parents’ Comments Appears in Tool Tips

On the screen, when the “Comments for Parents” field is closed but the presence of the icon indicates that there is a comment in that field, place your cursor over the icon to see the text of the comment:



The tooltip pushpin appears on the spreadsheet (**Gradebook→Gradebook**) when there is a comment for parents. The Comment for the parents is always prefixed with a “Parents:” label:



Procedure to Add a Comment for Parents


1. Navigate to the **Gradebook→Gradebook** spreadsheet screen.
2. Select an Assignment and click in the column to bring up the Grade Assignment screen for it.
3. Locate a student for whom you wish to add “Comments for Parents”. Click on the “Parent Comments” icon (or). This will open the “Comments for Parents” field.
4. Enter a comment for the parents.
5. Repeat Steps 3 & 4 for additional students if desired.
6. Click the Save button to store grades and comments.

Limitations

Parents only see the comment if:

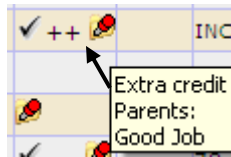
- They are using the Parent module.
- The Assignment's "For Parents" flag is set to "Yes" (i.e. the Assignment itself is visible in the Parents module).

Can I enter a Comment for the Parents if I do not grade the student?

Yes. Comments can now be added to Assignments whether or not you give the student a grade. This is true of both regular (i.e. private) comments or the comments for Parents. If the student has a comment but has not been graded, the tooltip pushpin  appears alone in the "grade" cell on the spreadsheet:

**What do I see if I've given the student both a regular comment and comment for their parents?**

When you place your cursor over the tooltip pushpin, you will see both comments in the same tooltip popup. The regular, private comment appears above the parents' comment, which is prefixed by the "Parents:" label:



(the arrow is shown for clarity)