

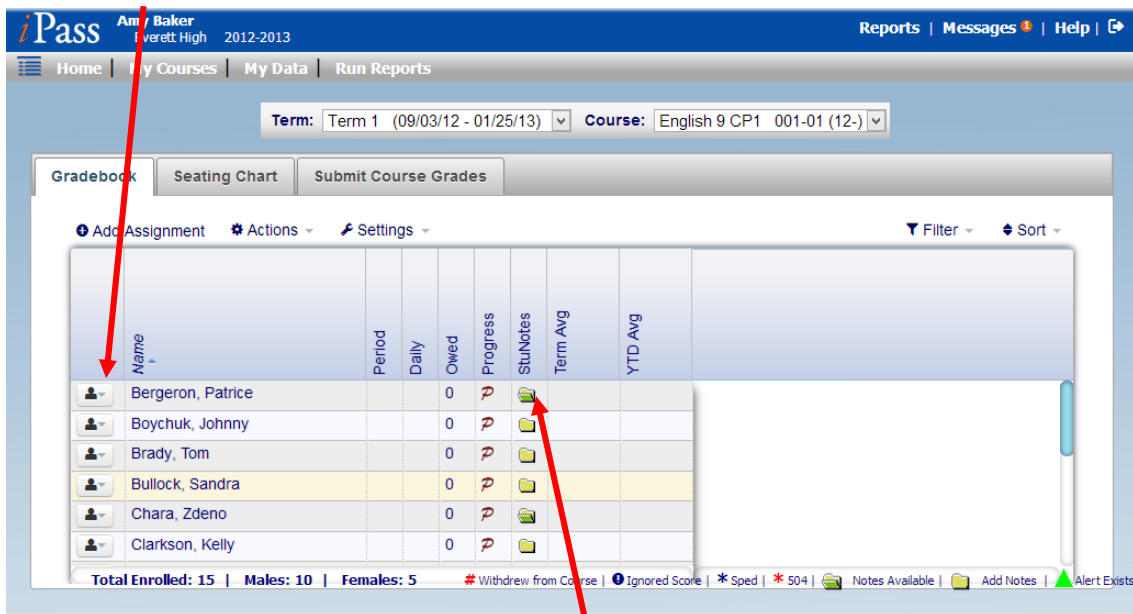
Notes

There are two types of notes: Student Notes and Assignment Notes. Student Notes are added on the gradebook screen next to the individual student and the note would appear on the individual student's progress report. Assignment notes appear on every student's progress report under the assignment it is attached to.

Student Notes

Gradebook has options to create student notes to publish to the Progress Report which is viewable in iParent and iStudent.

Click on the Biographical icon to enter a new note for a student.

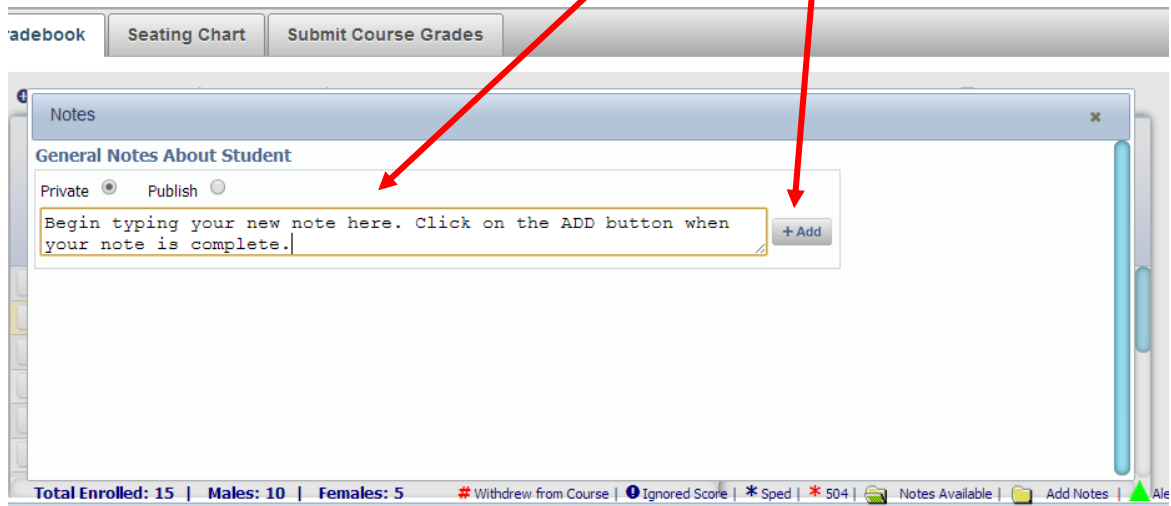


The screenshot shows the iPass gradebook interface for Amy Baker at Everett High, 2012-2013. The course is English 9 CP1 001-01 (12-). The interface includes a navigation bar with 'Home', 'My Courses', 'My Data', and 'Run Reports'. Below this, there are tabs for 'Gradebook', 'Seating Chart', and 'Submit Course Grades'. The main area displays a table of students with columns for Name, Period, Daily, Owed, Progress, StuNotes, Term Avg, and YTD Avg. The 'StuNotes' column contains a folder icon for each student. A red arrow points to the 'StuNotes' icon in the table, and another red arrow points to the 'Add Notes' button in the top navigation bar. The bottom status bar shows 'Total Enrolled: 15 | Males: 10 | Females: 5' and various icons for 'Withdraw from Course', 'Ignored Score', 'Sped', '504', 'Notes Available', 'Add Notes', and 'Alert Exists'.

Name	Period	Daily	Owed	Progress	StuNotes	Term Avg	YTD Avg
Bergeron, Patrice			0	P	📁		
Boychuk, Johnny			0	P	📁		
Brady, Tom			0	P	📁		
Bullock, Sandra			0	P	📁		
Chara, Zdeno			0	P	📁		
Clarkson, Kelly			0	P	📁		

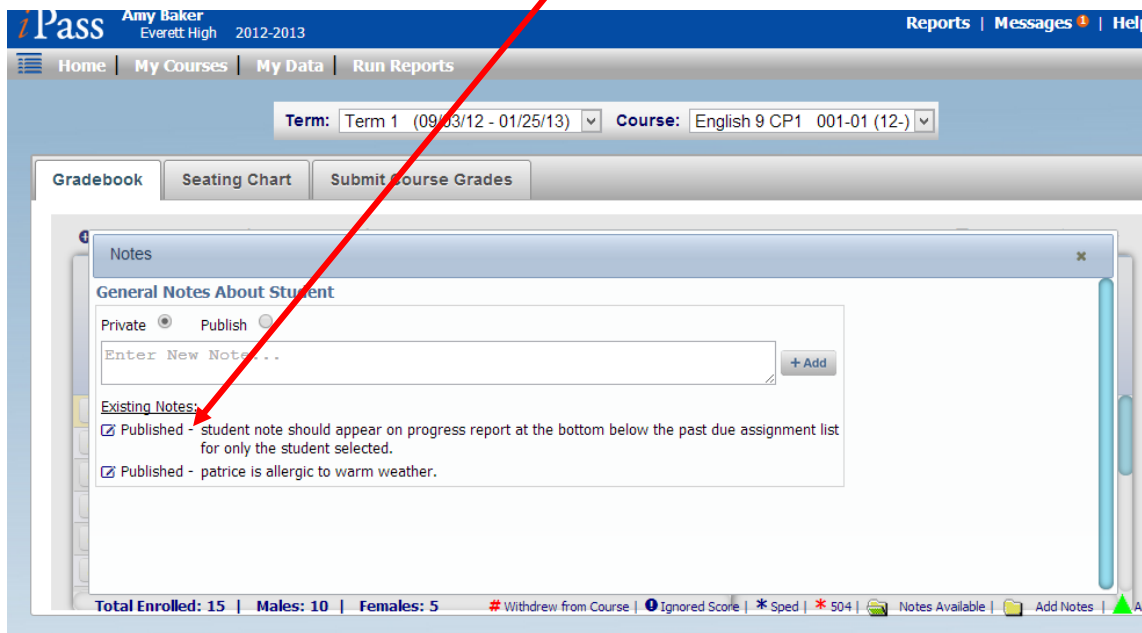
Notes may also be added and viewed by clicking on the StuNotes icon in the gradebook.

The notes page will open with a box to enter a new note. Click on ADD to save the note.



Notes can be Private to be viewed only by the teacher that created the note. Notes are Private by default.

Notes can be Published to appear on the selected student's progress report. Notes status will be displayed next to the note indicating Private or Published.



Click on the icon next to each note to edit or delete the note.

The screenshot shows the iPass interface for Amy Baker at Everett High, 2012-2013. The course is English 9 CP1 001-01 (12-). The 'Notes' dialog box is open, showing a 'Manage Note' window for a note about Patrice Bergeron's allergy. The note text is 'patrice is allergic to warm weather.' The dialog also shows the note's creation and update dates, and a 'Delete Note' checkbox.

Progress Report view with student note:

The screenshot shows the 'Progress Report' window for the same student and course. It displays a table of assignments and scores:

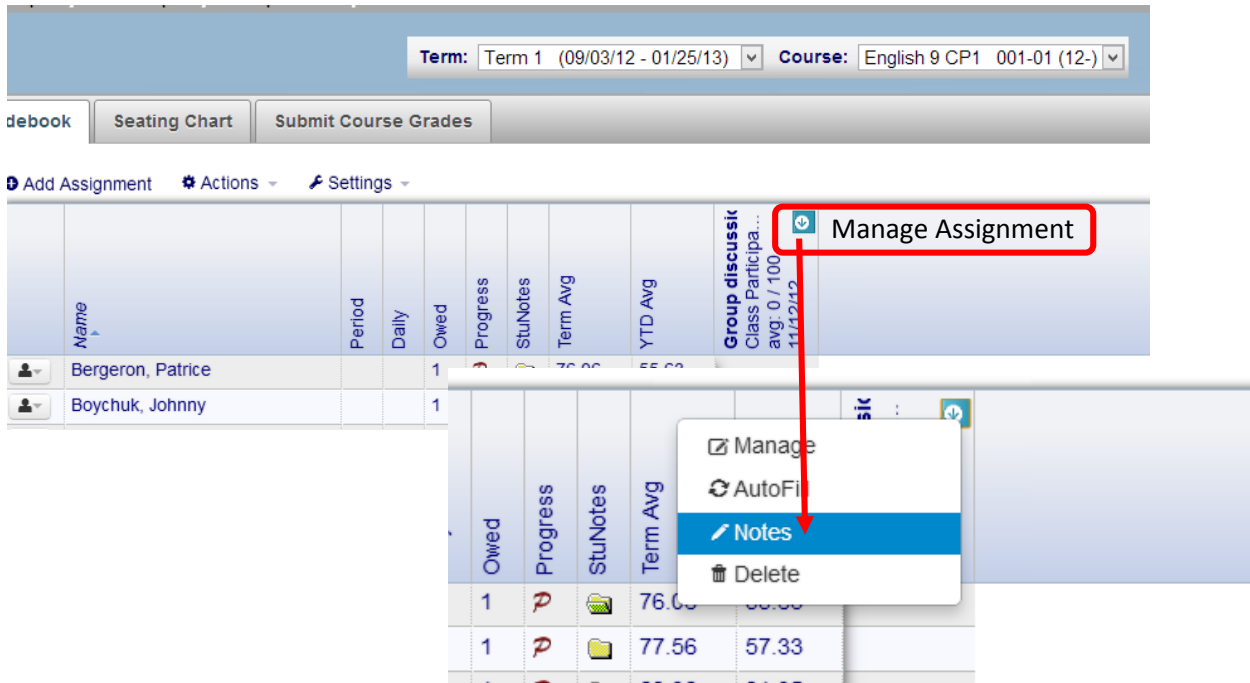
Date	Category	Assignment	Score	Grade
	Quiz		30%	66.00%
	VocabularyTest		50%	55.00%

Below the table, there is a section for 'Past Due Assignments' with columns for Assigned, Due, Assignment, Points, and Category. A red box highlights the 'Student:' field, which contains the text: 'student note should appear on progress report at the bottom below the past due assignment list for only the student selected.'

Assignment Notes

Notes may be created for individual assignments and appear on every student's progress report directly under the assignment that it is attached to.

To add assignment notes, click on Manage Assignment and then click on Notes on the sub-menu.



Type the note in the box and then click on ADD to save the note.

