Quick Guide: Add Notes to Gradebook
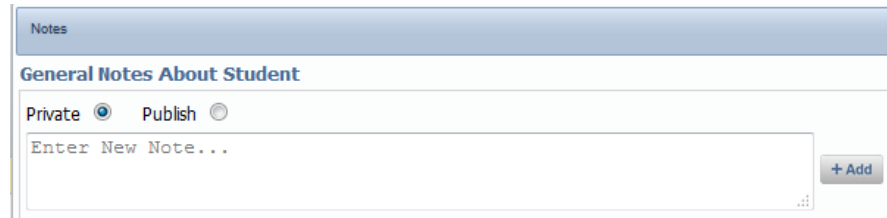
HARRIS
School Solutions

Gradebook provides teachers with several Note options. Teachers can enter a "Student Note" for an individual student, an "Assignment Note" for an individual student or all students, and a "Term Note" specific to the course and term. Student and Assignment Notes can be set to Private or Publish. Notes set to Publish will appear on the student's Gradebook Progress Report. Term Notes by default appear on the Progress Report.
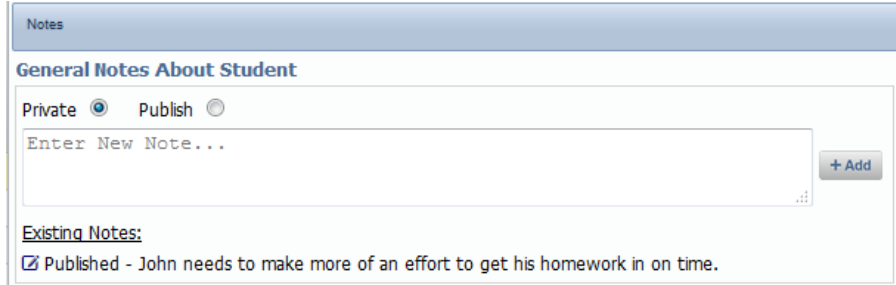
Student Note
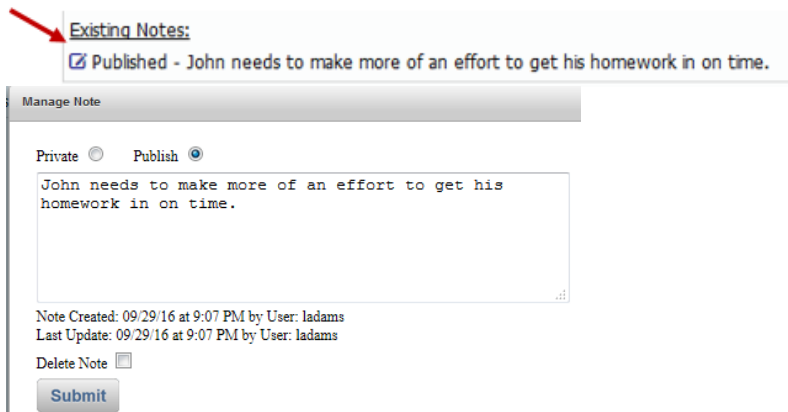Recommended: Turn on the display of the StuNotes shortcut icon in Gradebook.

- Go to Settings > Preferences > Student Data Options > Check off "Show Student Notes" > Submit.
- To add a Student Note, click on StuNotes folder for the student
    - Select Private (default) or Publish (appears on Gradebook/Rankbook Progress Report)

Notes
General Notes About Student
Private ◉ Publish ◯
Enter New Note...   [+ Add]

    - Enter the note and click Add. Note now appears under "Existing Notes".

Notes
General Notes About Student
Private ◉ Publish ◯
Enter New Note...   [+ Add]
Existing Notes:
☑ Published - John needs to make more of an effort to get his homework in on time.

    - To Edit/Delete/Change Status of the Note, click on the Manage Note icon. Submit to save changes.

    Existing Notes:
    ☑ Published - John needs to make more of an effort to get his homework in on time.

Manage Note
Private ◯ Publish ◉
John needs to make more of an effort to get his homework in on time.
Note Created: 09/29/16 at 9:07 PM by User: ladams
Last Update: 09/29/16 at 9:07 PM by User: ladams
Delete Note ☐
[Submit]

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Assignment Note

- For a specific assignment, go to the specific assignment column > click on the down arrow and select Notes.
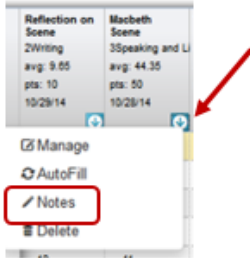
- There is an option to enter "General Notes About the Assignment" (Private/Publish), which will go to ALL the students in the class and/or the option to enter a "Notes" for an individual student for the assignment.

Term Note

- Go to Settings > Assignment Weights > Select Course > At bottom of Weights screen click on Term specific folder under Term Note ("Displayed in Gradebook/Rankbook Progress Report") to create the Note.

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- Enter the Note - by default this is published to all students (no private settings). Submit to save.

ENTER A NEW NOTE

Students read and analyzed the book titled Macbeth this term.

Submit

- To Edit the note click on the Date associated with the Note. Check box is also available to Delete the Note. Submit to save changes.

PROGRESS-NOTES-Q1

Delete	Date	By
☐	09/29/2016	ladams

Students read and analyzed the book titled Macbeth this term.

Submit

- When a Term Note exists, the Note folder will appear open.

Q1:   40   %   📂

Q2:   40   %   📁

Example of what the Notes will look like on a student's Gradebook Progress Report:

10/24	4Language	Voc Qz F-3	30.00/30	100.00 %
10/28	3Speaking and Listening	Macbeth Scene Performance	46.00/50	92.00 %
		Note: This is a note for an individual student about a specific assignment.		
		Note: This is a general notes about a specific assignment.		
10/29	2Writing	Reflection on Scene Performance	10.00/10	100.00 %

Student:

This is a general note about an idividual student.

Term Note:

This is a Term Note.

» **PRINT**