

Post Comments for Entire Class

The screenshot shows the Skyward Gradebook interface for Entity (001) Grades 9 to 12. The 'Posting' tab is selected, and a red arrow points to the 'Post Comments' link in the 'Post Grades' column. The student list includes:

Students	Term Grade	FRI Optout	Post Grades	Post Comments	CW	Math	Science	Music	Work
1 AARONSONSKR KRISTINA L	B 88.99%	B	B	*	I	98			87
2 ADUSCR SADIE (09)	C 82.56%	C	C	*	B	73			97
3 ADUSCR Simon (11)	B 87.96%	B	B	*	B	97			85
4 DAWSSCR FELICA P (0)	B 85.33%	B	B	*	B	73			96
5 DELPOZOSCR CLINTON M	B 85.99%	B	B	*	B	85			87

You can enter Comments for students for each Grading Period. The comments can then be pulled into a report card to be sent home. They can also be viewed by guardians in Family Access. To enter comments to be posted, click **Post Comments** under the **Posting** tab.

The screenshot shows the 'Comments' page with the following sections:

- Comment Display Options:**
 - Do Not Display Comments for the Current Grade Period in:
 - Student Access
 - Family Access
 - Gradebook Reports
- Grade Period(s) Open for Comment Posting:**
 - 04/12/2013 to 05/29/2013** (6TH 6 WEEKS) - [Post Comments](#)
This grade period is open to post comments.
Click the Post Comments link to enter comments for this period.
- Previous Grade Periods:**
 - 08/20/2012 to 09/14/2012** (PROGRESS REPORT 1) - [Display Comments](#)
This grade period is closed and comments may no longer be posted to it.
Click the Display Comments link to view comments for this period.
 - 08/20/2012 to 10/05/2012** (1ST 6 WEEKS) - [Display Comments](#)
This grade period is closed and comments may no longer be posted to it.
Click the Display Comments link to view comments for this period.

Do Not Display Comments for the Current Grade Period: Allows you to determine when comments will display in Family/Student Access and in reports. Availability of this option depends upon the Gradebook configuration for the entity.

Click **Post Comments** to enter comments for the entire class.

Comment Entry My Print Queue

Grading Period: 04/12/13 to 05/29/13 6TH 6 WEEKS Save
Back

View Comment Codes | Show Grade Columns | Alert Legend

Grad Yr	First Name	Last Name	Alerts	C1	C2	C3	Freeform
Default blank comments to:							
2013	KRISTINA L	AARONSONSCR		001	002		
2016	SADIE	ADUSCR	■ ■	001	002		Sadie is doing a great job in Band and is a leader of
2014	Simon	ADUSCR		001	002		
2014	FELICA P	DAWSSCR		002			
2010	CLINTON M	DELPOZOSCR	■				

You can enter hard-coded comments (C1-C6) and/or Free-Form Comments. The number of hard-coded comments available and the availability of free-form comment entry will depend upon the Gradebook setup for the entity. Entity setup also determines the character length for free-form comments. Any comment displayed in red indicates that the comment has not been saved. Once the comment has been saved, it is ready to display on the report card.

View Comment Codes: Allows you to view the comment codes created for the entity.

Comment Codes My Print Queue ◀ Back ?

Comment Codes

Code	Description
001	Pleasure to have in class.
002	Active participant.

Show Dropped Students: Allows for dropped students to display in the list of students for comment entry.

Show Grade Columns: Displays columns for each grading period of the course; grades earned will also display.

Comment Entry My Print Queue









Grading Period: 04/12/13 to 05/29/13 6TH 6 WEEKS Save
Back

View Comment Codes | Hide Grade Columns | Alert Legend

Grad Yr	First Name	Last Name	Alerts	PR1	1ST	PR2	2ND	PR3	3RD	EX1	SM1	PR4	4TH	PR5	5TH	PR6	6TH	EX2	SM2	FNL
Default blank comments to:																				
2013	KRISTINA L	AARONSONSCR											B	B	A	I	B	B		
2016	SADIE	ADUSCR	■ ■										C	B	C	B	C	C		
2014	Simon	ADUSCR											B	B	C	B	B	B	B	
2014	FELICA P	DAWSSCR											A	B	B	B	B	B		
2010	CLINTON M	DELPOZOSCR	■										B	B	B	B	B	B		

Hide Grade Columns: Removes the columns of grades from the display.

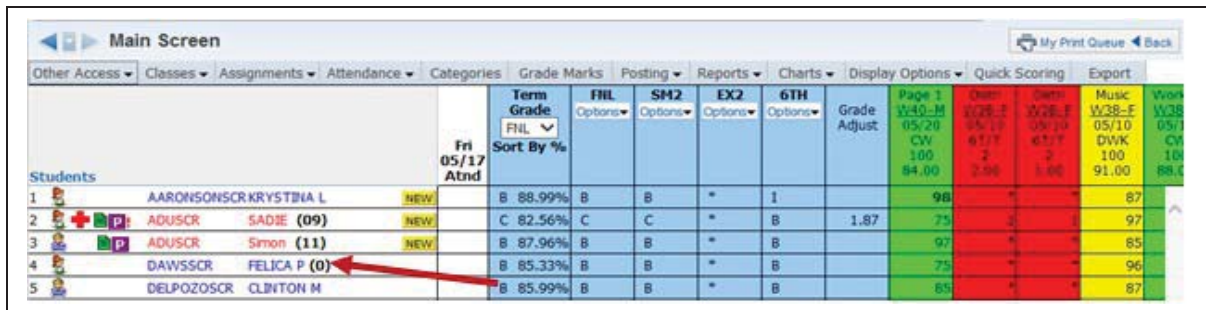
Alert Legend: Displays the color legend for the alert definitions.

Alert Color Legend	
	Student has been Absent
	Student has been Tardy
	Student has Alert Information
	Student has Primary Disability/Handicap Information
	Student has Critical Alert Information
	Student is Classified as Section 504
	Student is At-Risk
	Student has General Notes

Comments Plus: This is an optional comment setting configured by the entity. It allows comments to be placed in specific headings and these headings will display on the report card (for example, Work Habits, Effort).

Post Comments for Individual Students

You can also enter comments for individual students by clicking the **Student’s Name** in the Gradebook.



Main Screen													
Students		Term	Grade	FIL	SM2	EX2	6TH	Grade	Page 1	Math	Gen	Music	Work
		Grade	Sort By %	Options	Options	Options	Options	Adjust	W40-18	W28-1	W28-1	W38-E	W38
1	AARONSONSCR KRYSTINA L	NEW	B 88.99%	B	B	*	1		84.00	2.00	1.00	91.00	88.00
2	ADUSCR SADIE (09)	NEW	C 82.56%	C	C	*	B	1.87	75	2	1	97	
3	ADUSCR Simon (11)	NEW	B 87.96%	B	B	*	B		100	2	2	100	100
4	DAWSSCR FELICA P (0)		B 85.33%	B	B	*	B		84.00	2.00	1.00	91.00	88.00
5	DELPOZOSCR CLINTON M		B 85.99%	B	B	*	B		85			87	

Functionality described here may vary in availability depending upon your district/entity configuration.
 ** Denotes Required Field to save screen.

After clicking the **Student's Name** on the Gradebook Main screen, click the **Comments** tab.

Student Options My Print Queue Back

DAWSSCR, FELICA P **FELICA P DAWSSCR**

Assignments **Missing Assignments (8)** **Report Card Grades** **Comments** **Content Grades** Edit Comments

Comments for Current Grade Period

04/12/2013 to 05/29/2013	6TH 6 WEEKS
Comment 1: 002 - Active participant.	

Comments for Previous Grade Periods

08/20/2012 to 09/14/2012	PROGRESS REPORT 1	There are no comments entered for this student for this grading period.
08/20/2012 to 10/05/2012	1ST 6 WEEKS	There are no comments entered for this student for this grading period.
10/08/2012 to 10/26/2012	PROGRESS REPORT 2	There are no comments entered for this student for this grading period.
10/08/2012 to 11/16/2012	2ND 6 WEEKS	There are no comments entered for this student for this grading period.

Click **Edit Comments**.

Student Options My Print Queue

FELICA P DAWSSCR Check Spelling Save Undo Back

Comments for Current Grade Period

04/12/2013 to 05/29/2013	6TH 6 WEEKS
6TH Gradebook Grade: B	
SM2 Gradebook Grade: B	
FNL Gradebook Grade: B	
Comment 1:	002 - Active participant. ▼
Comment 2:	001 - Pleasure to have in class. ▼
Comment 3:	▼
Free Form Comment:	<input type="text"/>

Now you can enter in Comment Codes or Free Form Comments for the Current Grade Period for the single student.