

## Places to add comments in ProgressBook

### 1. Daily Comment

The screenshot shows the ProgressBook interface. At the top, there's a navigation bar with links like Home, Grade Book, Special Services, Principal, Guidance, Clerical, Curriculum, Food, Attendance, PA Admin, Help, and Logout. Below this, the 'Class Dashboard' is visible for 'ENGLISH 11 HONORS: 1' in 'Q1'. A table on the left lists students with columns for 'Miss' and 'Att'. A circled pencil icon in the 'Miss' column for the first student indicates where to click to add a comment. To the right, there are sections for 'Classroom Administration' (Seating Chart, Lunch Counts, Daily Attendance, Period Attendance, Post Homework, View Parent/Student Access Web Site) and 'Assignments' (Level 2 Canterbury Tales In-, Gawain Fytte 2 and 3 Compreh, Canterbury Tales Cooperative, Latin Base homework 5, Morte d'Arthur Quiz).

The screenshot shows the 'Student Daily Comments' form. The student is 'BEQUETTE, JESSICA' and the date is '9/23/2009'. There is a large text area for comments with a '2000 characters left' indicator. Below the text area, there is a checkbox labeled 'Publish to the Web?' which is circled. At the bottom, there are 'Check Spelling' and 'Update' buttons.

Your choice to publish to the web or not.

### 2. An assignment comment

The screenshot shows the 'Assignment Marks' page for 'ENGLISH 11 HONORS: 1' in 'Q1' for the assignment '9/23 Base homework 6'. The page has tabs for 'Main', 'Standards', and 'Marks'. The 'Marks' tab is active, showing a table with columns: Student, Mark, Missing, Exclude?, and Comments. A circled area highlights the 'Comments' column, showing a comment 'absent--needs to hand in' for a student named 'BOSSO, NICOLE'.

### 3. A more private comment

A. On the dashboard click on a student.

The screenshot shows the 'Class Dashboard' for 'ENGLISH 11 HONORS: 1'. The interface includes a header with the teacher's name 'INIFER FARTHING!' and the class name. Below the header, there are several tabs: 'Classroom Administration', 'Assignments', 'Float Assign.', and 'Lessons'. The 'Classroom Administration' tab is active, showing links for 'Seating Chart', 'Lunch Counts', 'Daily Attendance', 'by Seating Chart', 'Period Attendance', 'by Seating Chart', and 'Post Homework'. The 'Assignments' tab shows a list of assignments with dates, descriptions, and status indicators (e.g., '9/23 CLSW Base homework 6', '9/23 TP base test 5', '9/23 CLSW Gawain Final Quiz', '9/24 TP Level 2 Canterbury Tales In'). The 'Lessons' tab shows a list of lessons with dates, descriptions, and status indicators (e.g., '9/23 CLSW Base homework 6', '9/23 TP base test 5', '9/23 CLSW Gawain Final Quiz', '9/24 TP Level 2 Canterbury Tales In').

B. Choose the Comment tab

The screenshot shows the 'Student Profile' for 'BEQUETTE, JESSICA'. The interface includes a header with the student's name and a dropdown menu for the student. Below the header, there are several tabs: 'Personal', 'Contacts', 'Progress', 'Assessments', 'Comments', 'Attendance', and 'Schedule'. The 'Comments' tab is circled, indicating it is the selected tab.

C. Type your comment and choose Save.

The screenshot shows the 'Comments' tab for 'BEQUETTE, JESSICA'. The interface includes a header with the student's name and a dropdown menu for the student. Below the header, there are several tabs: 'Personal', 'Contacts', 'Progress', 'Assessments', 'Comments', 'Attendance', and 'Schedule'. The 'Comments' tab is active, showing a text area for entering a comment. A red asterisk note is visible: '\* The comments on this page are not published on any reports or web pages.'