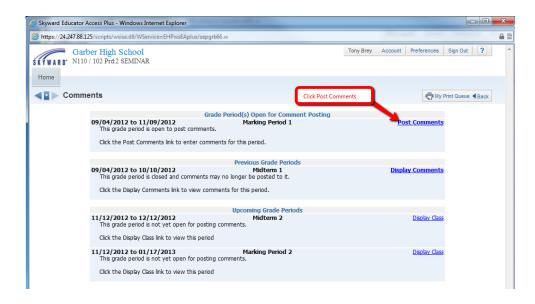


## **Entering Comment Codes- Cramer**

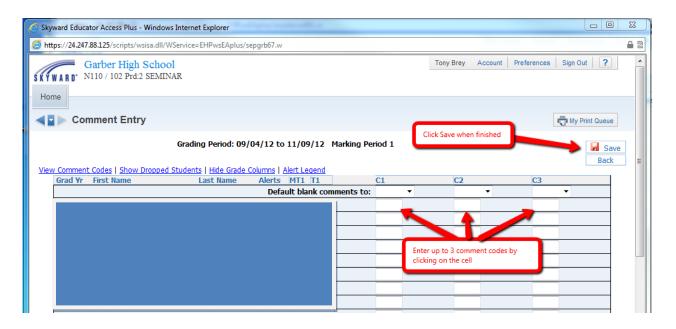
## Skyward

## **Entering Comment Codes**

- 1. To enter comments, open your gradebook for one of your classes.
- 2. Click on Posting, then Post Comments
- 3. Under the current marking period, click on Post Comments.



- 4. A window called Comment Entry will appear. You will see a column for C1, C2, and C3 which mean that up to 3 comments can be entered.
- 5. Click on the cell under C1 and enter the Comment Code.
- 6. If you have additional comment codes, enter them in columns C2 and C3.
- 7. If a majority of the students will be receiving the same comment, you can click on the cell "Default blank comments to:" and select a comment code from the dropdown list.
- 8. Click Save when finished.



## **Comment Codes**

| Code | Description                              |
|------|--|
| 06   | Keep Up the Good Work                    |
| 07   | Use Time Well                            |
| 08   | Works Hard                               |
| 09   | Is Courteous and Cooperative             |
| 10   | Works Well With Others                   |
| 11   | Demonstrates Leadership                  |
| 12   | Positive Attitude                        |
| 13   | Pleasure to Have in Class                |
| 14   | Treats Others with Respect               |
| 15   | Working at Ability Level                 |
| 17   | Work is Showing Improvement              |
| 18   | Needs to Bring Materials to Class        |
| 19   | Incomplete Assignments                   |
| 20   | Frequent Late Assignments                |
| 21   | Inadequate Test Performance              |
| 22   | Needs to Follow Directions               |
| 23   | Lacks Self Discipline                    |
| 24   | Needs to Put Forth More Effort           |
| 25   | Poor Attitude                            |
| 26   | Not Working Up to Potential              |
| 27   | Frequently Needs Rediretion              |
| 28   | Please Contact Teacher                   |
| 29   | Please contact P.E. Department           |
| 30   | Little or No Class Participation         |
| 31   | Wastes Time in Class                     |
| 32   | Absence or Tardiness is Affecting Grade  |
| 33   | Disturbs Class                           |
| 34   | Behavior Problem                         |
| 35   | Does Not Bring PE Clothes to Class Daily |
| 36   | Needs To Do Accelerated Reader Homework  |
| 37   | Individual Plan                          |