

Adding Canned Comments for Report Cards

Make sure you are in Campus Instruction Beta & have your Gradebook selected

1. Select one of your assigned sections

Section: PE) E0800-4 PHYSICAL ED K Term: Q1 Task: EL.K.PE.01: Participates in group activities

2. Click the blue Settings button above students' names.

Settings	Save	Students	Posted			In Progress			Categories		
			Percent	Grade	Fill Rpt Crd Comments	Points	Possible	Percent	Post Grade	Formative	Summative
		K Abdi, Hussein S									
		K BATES, GABRIELLA									

Section: AM) E3902-1 HOMEROOM 3 AM Term: Q1 Task: EL.WH.01: L

3. Check the box that says Use Canned Comments.

****IMPORTANT You MUST repeat steps 1-3 for all sections to be able to add comments!**

4. Your Report Card Comments column will now look like this. (if you don't see the CC, you need to do steps 1-3 for that section)

****You can also just enter the number code by using the master list found at the link below and entering the number in the box that says Enter Code**

<http://sccsd.freshdesk.com/support/solutions/articles/1000054983-numbered-comments-for>

5. Pull down the top menu to a standard where you want to add a comment. When you click on the blue CC, this window will pop up and you can select the desired comment(s) and click Add Comments.

Canned Comments
Add report card comment(s) for Q1 / EL.WH.01: Listens attentively

Report Card Comment - Preview

Selection Method

Enter Code(s): Add

Choose Comment(s):

- ☐ 001: Applies Decoding Skills
- ☐ 002: Applies Skills and Strategies
- ☐ 003: Reads Independently
- ☐ 004: Good Ideas & Supporting Details
- ☐ 005: Uses the Writing Processes
- ☐ 006: Capitalizes and Punctuates
- ☐ 007: Writes Legibly and Neatly
- ☐ 008: Uses Spelling Strategies
- ☐ 009: Masters Spelling Lists
- ☐ 010: Completes Daily Activities
- ☐ 011: Applies Knowledge in Testing
- ☐ 012: Shows Knowledge of Basic Facts
- ☐ 013: Applies Problem Solving Strategies
- ☐ 014: Use Research and Reporting Information
- ☐ 015: Demonstrates Appreciation

Add Comments Cancel

Adding Comments from the Post Grades Tab

**** You must complete steps 1-3 in GRADEBOOK for all sections to have the option to add canned comments**

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Message Center
Planner
Grade Book
Attendance
Roster
Seating Charts
Student Groups
Post Grades
Assignment Overview

Section PE) E0800-3 PHYSICAL ED K Term Q1 Task EL.K.PE.01: Participates in group activities

Save Post by Student Fill Percent, Grade, Comment

6. Click the Post by Student button.

Students	Percent	Grade	Report Card Comments	Canned Comment
K Abdullahi, Zakaria M				Add
K AGUILAR, ALMA Y				Add
K Allen, Kylee I				Add
K Billie, Malikai				Add

Section PE) E0800-3 PHYSICAL ED K Term Q1 Student Select a Student

Save Post by Standard/Grading Task Fill Percent, Grade, Comment

Please select a student

7. Select a student from the pull down menu.

Section PE) E0800-3 PHYSICAL ED K Term Q1 Student Billie, Malikai

Save Post by Standard/Grading Task Fill Percent, Grade, Comment

Term	Standard/Grading Task	Percent	Grade	Report Card Comments	Canned Comment
Q1	EL.K.PE.01: Participates in group activities				Add
Q1	EL.K.PE.02: Uses basic movements within activities				Add
Q1	EL.K.PE.03: Follows rules				Add
Q1	EL.K.PE.04: Demonstrates good sportmanship				Add
Q1	EL.K.PE.05: Listens to instruction				Add

8. Select the Add button next to the standard you want your comment to show under and the window from step 5 will pop up.