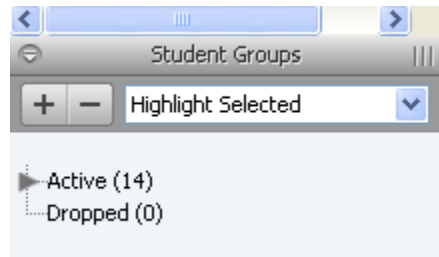
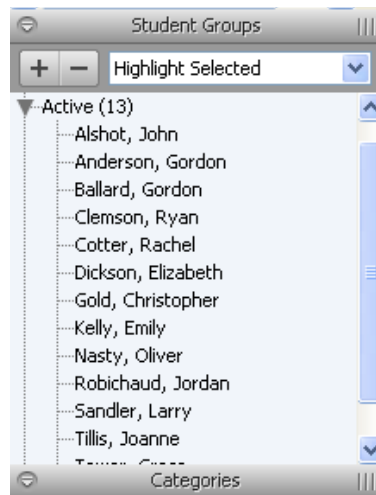


Comments can be applied to groups of students by using a filter

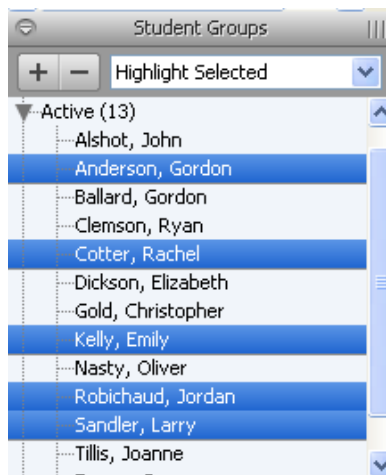
1. The Student Groups box appears in the left column of Gradebook.



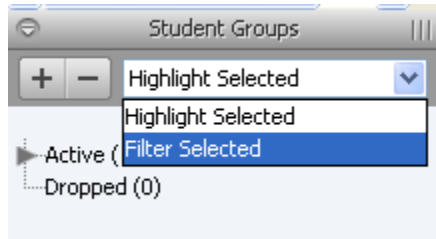
2. Click the arrow beside “Active” to view the list of all students.



3. Click to select the first student you wish to include then hold the <Ctrl> button and click the other students.



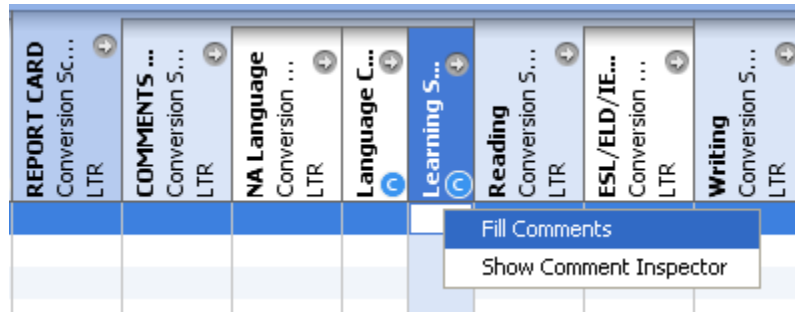
- Choose “Filter Selected” from the drop down menu.



- The list of selected students appears in the “Students” area.

Students (5)	(R1) Final Grade	A	T
Anderson, Gordon	--	n/a	1 -
Cotter, Rachel	--	n/a	2 -
Kelly, Emily	--	n/a	- -
Robichaud, Jordan	--	n/a	- -
Sandler, Larry	--	n/a	- -

- To apply a comment to the selected students, right click in a comment cell and choose “Fill Comments”.



Note: The Fill Comments feature can have the effect of inadvertently copying over previously entered comments. Comments do NOT append to comments already in place; existing comments are overwritten. Please proceed carefully.

- Add your chosen comment into the comment box.
- Select whether to apply the comment to “Students with No Comment” or “Replace All”.

Tip: using wildcard terms such as

<first name>

can be helpful when applying comments to groups of students

Standard: **Learning Skills and Work Habits Comments (Language) - Comment**

Choose which comments to fill:

Students with **No Comment**

Replace **All**

Narrative Comment

Show Comments: My Comment Bank Find:

Code	Comment	Category	Type	Favorites
MAT4192002	- is not yet able to demonstrate an understandi...	MAT-Grade 1-LR	Dist.	★
Math-Meas...	<first name> has demonstrated a considerable ...	Math-Measurement	Favorites	★

Separate Using Line Breaks

Comment (Edit Comment Preferences to add Smart Text):

<first name> has demonstrated a considerable understanding of measurement including mass, volume and length.

192 characters left

9. Click OK