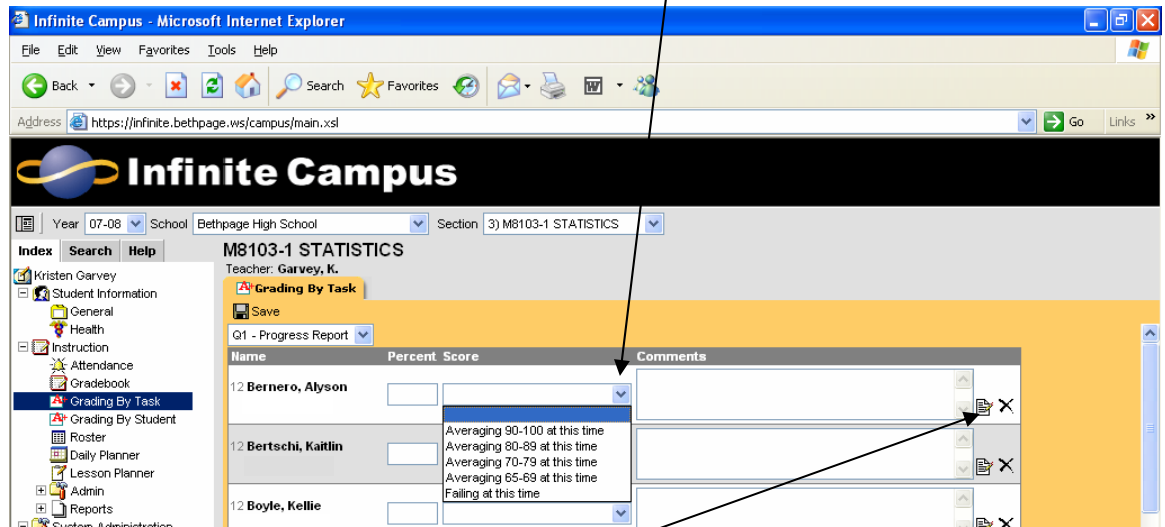
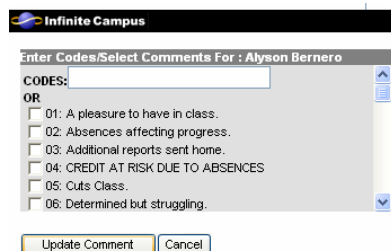


# Progress Report Directions

1. Select “Grading By Task” on the left hand side.
2. Select “Q1 Progress Report”
3. The “Percent” box will remain empty.
4. Use the dropdown bar to select the progress indicator.



5. Click on the icon to select your one or two comments.



6. You can select a comment by either clicking the appropriate box, or by typing in the comment's number where it says “CODES”
  - Please select 1 or 2 comments.
  - Please separate comments with a comma.
  - The order matters! The order that you click on the comments, or type in the comment numbers, COUNTS. First clicked on, first listed.
  - Please keep in mind that only the number codes can be cut and pasted into other students' code boxes.
  - You can not cut and paste the comments themselves.
  - Use the black Infinite Campus bar to move the comment box to the center of your screen.
7. After the student comments have been selected, you must click on “Update Comment” This will put the comments you selected into the comment box.
8. When you are done with a class, remember to hit “Save.”

9. To go to your next class, select it from the “Section” dropdown bar on the top of your screen.
10. If you make a mistake selecting the canned comments, you must hit the x button.

That button will erase all comments in that box.



**\*\*Please do not use the back arrow- this feature can erase saved work\*\***