

REPORT CARDS

Entering Grades for Pass/Fail classes:

- Go to Instruction < Grading by Task

The screenshot shows the 'Grading By Task' interface. At the top, there is a 'Save' button and a dropdown menu set to 'Q1 - Quarter Grade'. Below this is a table with three columns: 'Name', 'Percent', and 'Score'. The 'Name' column lists three students: Akbik, Omar; Dracker, Jennifer; and LoPresti, Anthony. The 'Percent' column has empty input boxes for each student. The 'Score' column has a dropdown menu open for the first student, showing options: Pass, Fail, Incomplete, Medically Excused, No Credit, Needs Improvement, New Student, and Withdrew. To the right of each row is a 'Comments' column with a text area, a paper icon, and an 'X' icon.

- The “Percent” box should be left empty.
- Click on the dropdown bar to for “Score” options

To add your comments:

- Click on the Paper Icon to add your comments.

The screenshot shows the 'Comments' section. It has a header bar labeled 'Comments' and a large text area below it. To the right of the text area is a paper icon and an 'X' icon.

- Select **at least one**, up to two, comment(s).
- The x icon will delete all comments if a mistake is made.
- Remember to use commas to separate comments, and hit “Update Comment” after each student’s comment(s) is selected.
- Remember to hit “Save” occasionally, and when done.