

# eSchool Report Cards:

Plain Local Schools

Teacher Training

Enter Comments - Preset & Free Form

GlenOak High School

Oakwood Middle School



# How to get to the Comment Entry screen:

1. From the gradebook - click on Grade Reporting---> Report Card or
2. Click the white paper from the home screen next to the green progress report icon

The screenshot shows a software interface with a top navigation bar containing 'Gradebook', 'Grade Reporting', 'Class Management', and 'Performance'. A dropdown menu is open under 'Grade Reporting', showing 'Eligibility', 'Interim Progress', and 'Report Card'. A green arrow labeled '1' points to the 'Report Card' option. Below the navigation bar, there are sections for 'Attendance', 'Grade', 'Issues', and 'HAC News'. A 'Staff: Lisa Hawkins' label is visible. In the main content area, there are two rows of icons. A green arrow labeled '2' points to a white paper icon with a pencil, which is the target for step 2.

**\*\*On the entry screen you will have the option to enter preset comments and/or free form comments.**



# Directions to Enter Preset Comments

1. On the report card entry screen there are two comments boxes (COM1, COM2)
2. For preset comments - click on the magnifying glass in the box.
3. A drop down will appear to select your comment. You may also simply enter the corresponding number (code) for the comment.
4. Click SAVE.

The screenshot shows a software interface for entering report card comments. At the top, there are icons for 'Ag', a folder, a document, a refresh symbol, a save icon, and a settings gear. Below these are two main sections: 'Comments' and 'Absences'. Under 'Comments', there are two input boxes labeled 'COM1' and 'COM2'. The 'COM1' box has a magnifying glass icon. A dropdown menu is open over the 'COM1' box, displaying a list of preset comments with their corresponding codes. The 'Absences' section has two input boxes labeled 'ABS' and 'TTF'. A large green arrow labeled '4' points to a 'SAVE' button in the top right corner of the interface.

Code	Description
01	Attendance is a problem
02	Homework is not complete
03	Unprepared-no book, materials, etc.
04	Low test scores - needs to study
05	Disruptive in class

# Preset Comments - # 1 - 38

Code	Comments Description
1	Uses classroom time effectively.
2	Work is improving.
3	Dependable and reliable.
4	Putting forth a sincere effort.
5	Pleasure to have in class.
6	Participates well In class.
7	Fails to make up missed work.
8	Doesn't complete written assignments.
9	Needs to put forth more effort.
10	Comes unprepared for class.

11	Is inattentive.
12	Irregular attendance.
20	Acceptable effort.
21	Comes to class well prepared.
22	Displays a positive attitude toward learning.
23	Creative and resourceful.
25	Positive attitude.
26	Cooperates with others.
27	Works well in groups.
28	Completes assignments regularly and on time.

29	Does well on quizzes and/or tests.
30	Shows respect toward staff and/or other students.
31	Demonstrates good communication skills.
32	Demonstrates good reasoning skills.
33	Demonstrates good leadership qualities in the classroom.
34	Good worker.
35	Test and/or quiz scores are improving.
36	Well organized.
37	Enthusiastic.
38	Contributes to class discussions.

# Preset Comments # 39 - 69

39	Does well on homework.
40	Does well on lab projects.
41	Asks thoughtful questions.
42	Seeks extra help when needed.
43	Is genuinely interested in doing well.
44	Satisfactory progress.
45	Adjusted curriculum.
47	Neglects make-up obligations.
48	Inconsistent performance.
49	Unsatisfactory progress.

50	Difficulty taking tests.
51	Poor attitude toward learning.
52	Disrespectful to staff and/or others.
53	Socializes too much in class.
54	Displays immature behavior.
55	Has missed 5 to 10 days.
56	Has missed more than 10 days.
57	Should participate more in class.
58	Needs to improve study habits.
59	Often tardy to class.

60	Constantly talking/disrupting class.
61	Does not take advantage of extra help.
62	Often appears to be daydreaming.
63	Becomes discouraged easily.
64	Does not take responsibility for own work.
65	Seems preoccupied.
66	Needs to take more time on quizzes and/or tests.
67	Is not careful with lab equipment.
69	Does not dress for physical education class.

# Preset Comments # 70 - 89

70	Does not take advantage of extra credit work.
71	Needs to put forth a more sincere effort.
72	Homework poorly done.
73	Does not follow directions.
74	Does not take notes in class.
75	Recommend tutoring.

76	Does not use class time effectively.
77	Needs to make up quizzes/tests.
78	Seek help & work harder in difficult situations.
79	Seek help for understanding of course work.
89	Incomplete grade.

**\*Some comment codes have been removed therefore numbers are missing.**



# Directions to Enter Free Form Comments

1. To enter comments for your students click on the “Toggle the Report Card Free Text Comments On/Off” button.
2. Type your comment - Maximum 700 characters including spaces.
3. Save.



MP FIN

Heather has worked really hard this nine weeks to improve her grade.

