

# eSchool Report Cards:

Plain Local Schools

Teacher Training

Enter Free Form Comments

Glenwood Intermediate



# 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 'View All' button is visible. A green arrow labeled '2' points to a white paper icon in a grid of icons, which is located next to a green progress report icon. The staff name 'Staff: Lisa Hawkins' is displayed at the bottom right.



# 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.



Change

Marks

MP	FIN
<input type="text"/>	<input type="text"/>
Heather has worked really hard this nine weeks to improve her grade.	
<input type="text"/>	<input type="text"/>

Comments