

Entering Report Card Comments

These pages explain how to enter comments for students in middle year grades (4-7) who are using courses and students in secondary school (grades 8 -12). Comments entered using the steps below will appear on the Report Card

- 1 From the BCeSIS Teacher Assistant Start screen, click on the **Spreadsheet** button.



- 2 Click on the **Reporting Term Grades** button.

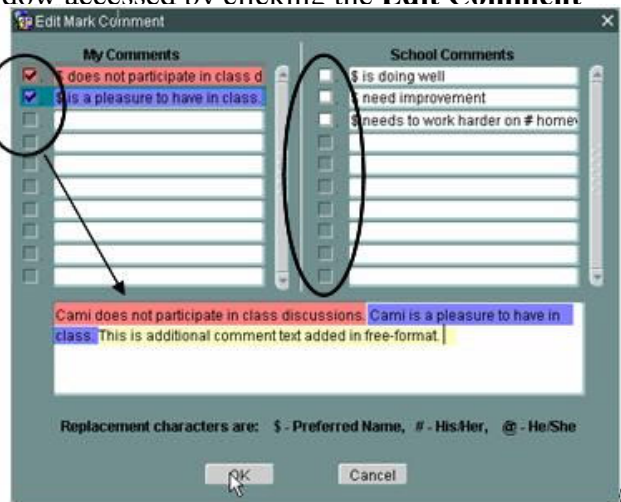


- 3 Click on the **Go To Comments Entry Screen** button. This will open the TA Report Cycle Mark/Comments screen as shown below.




- 4 Comments can be entered from a non-up window accessed by clicking the **Edit Comment** button as shown below (field).

Checked off comments show up in the comments box at the bottom. These can be edited and free form comments can be added.

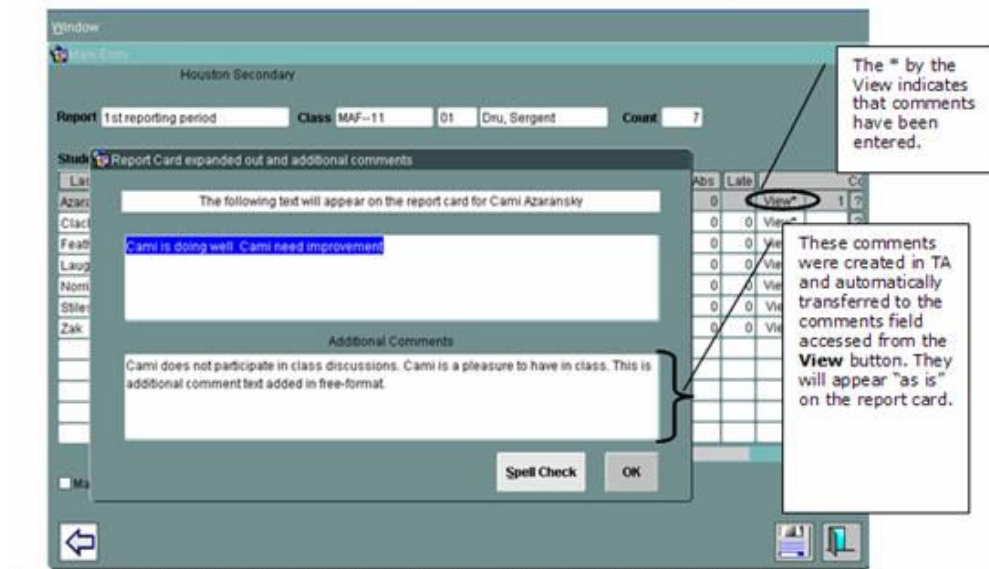


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- 5 **Add comments** using the pop-up window, which shows both the Teacher comments (**My Comments**) and **School comments**. When comments are checked off they appear in the comments box at the bottom with the substitution variables replaced. The text in the comments box can then be modified. Additional free-form comments can also be added.
- 6 Once all comments have been entered click **OK** button to return to the TA Report Cycle Mark/ Comments screen to enter comments for the next student. 



The comment in the comment box is automatically entered into the comment box that is accessed by the **View** button on the Mark Entry screen. At this point making any modifications to the text in the **Teacher** or **School** comment bank will not impact the actual comment that appears on the report card because the text has already been copied into the comment box.



The screenshot shows the 'Mark Entry' window for 'Houston Secondary'. It displays a student list with columns for 'Abs', 'Late', and 'View'. A pop-up window titled 'Report Card expanded out and additional comments' is open for student 'Cami Azaransky'. The pop-up contains a text box with the comment 'Cami is doing well. Cami need improvement!' and an 'Additional Comments' section with free-form text: 'Cami does not participate in class discussions. Cami is a pleasure to have in class. This is additional comment text added in free-format.' A 'View*' button is visible in the student list, and a callout explains that the asterisk indicates comments have been entered. Another callout explains that comments created in TA are automatically transferred to the comments field accessed from the 'View' button and will appear 'as is' on the report card.