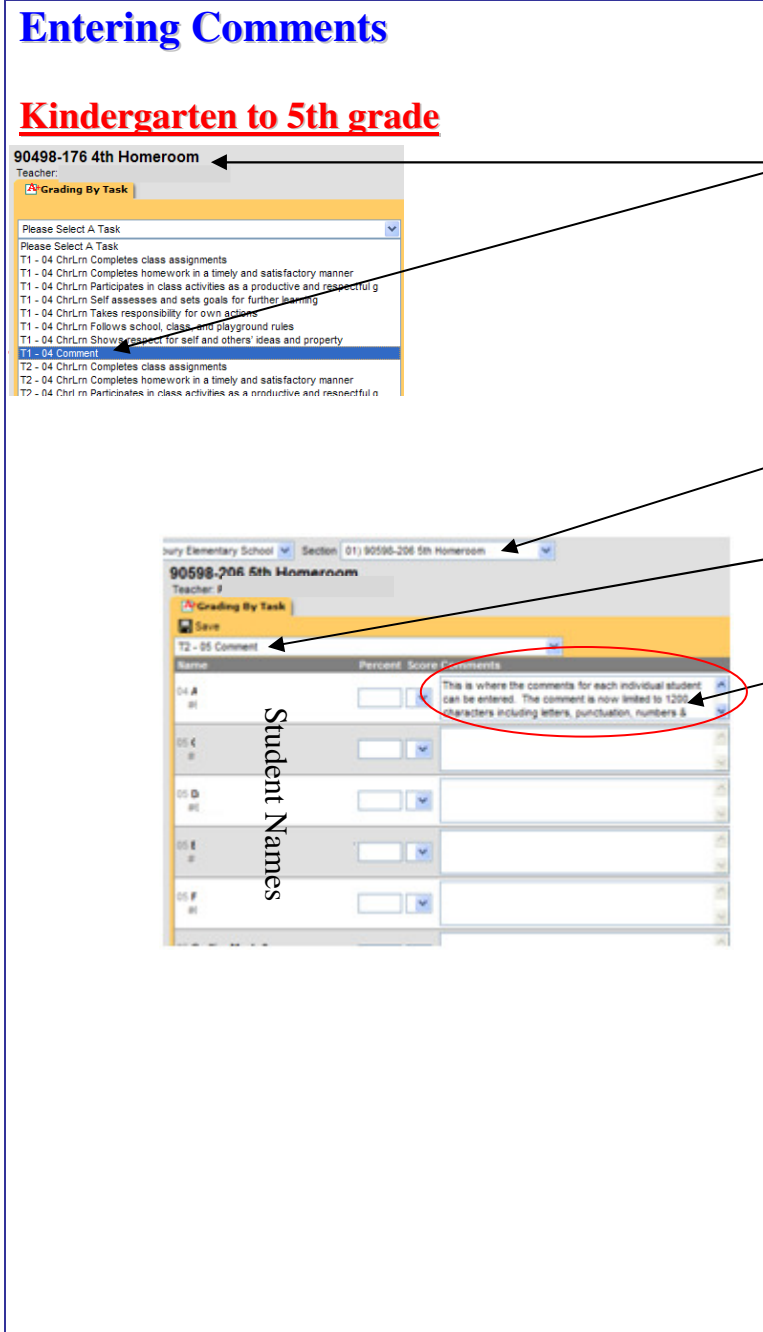


Window	Information
<p><b>Entering Comments</b></p> <p><b><u>Kindergarten to 5th grade</u></b></p>  <p>The screenshot shows two screenshots of the Infinite Campus interface. The top screenshot is for '90498-176 4th Homeroom' and the bottom is for '90598-206 5th Homeroom'. Both show a 'Grading By Task' dropdown menu with 'T1 - 04 Comment' selected. The bottom screenshot also shows a table of student names and a 'Comments' column with a red circle around the text 'This is where the comments for each individual student can be entered. The comment is now limited to 1200 characters including letters, punctuation, numbers &amp; spaces.'</p>	<p><u>Comments need to be entered into specific locations for printing on the end-of-term Progress Report.</u></p> <p><b>KINDERGARTEN TO 5<sup>TH</sup> GRADE</b></p> <p>Comment should be entered into the Homeroom &gt; Comments.</p> <p><i>Specials teachers</i> should not enter any comments.</p> <ul style="list-style-type: none"> <li>• The section pull-down should show Homeroom.</li> <li>• The Grading by Task pull-down should show the correct term (T1, T2, T3) and the word Comment.</li> <li>• Type comments into the comment window. Comments are limited to 1200 characters. This includes letters, punctuation, and spaces.</li> <li>• Copy / Paste can be used to populate multiple fields with the same information. Use the “<b>TAB</b>” key to move between fields and <b>CTRL C (Apple C)</b> to copy and <b>CTRL V (Apple V)</b> to Paste.</li> </ul> <p><b>IMPORTANT NOTES:</b></p> <ul style="list-style-type: none"> <li>• The location delineated above is the <b>ONLY</b> location where the comments will be pulled for printing to the End of Term Progress Report.</li> <li>• Comments are limited to 1200 characters. This includes letters, punctuation, and spaces.</li> <li>• <i>Specials teachers</i> should not enter any comments.</li> </ul>

**PLEASE NOTE: Change for Trimester 2 – 2008:**  
**Only comments entered into the correct location in Infinite Campus, as defined above, will print on the End of Term Progress Report!**

## Entering Comments

### 6<sup>th</sup> to 8<sup>th</sup> grade

02295-12 8th Grade US History

Teacher:

Grading By Task

Please Select A Task

T1 - 08 SocSci History

T1 - 08 SocSci Economics

T1 - 08 SocSci Civics

**T1 - 08 SocSci Comments**

T1 - 08 ChrLrn Completes class assignments

T1 - 08 ChrLrn Completes homework in a timely and satisfactory manner

T1 - 08 ChrLrn Participates in class activities as a productive and respectful

T1 - 08 ChrLrn Self assesses and sets goals for further learning

T1 - 08 ChrLrn Takes responsibility for own actions

T1 - 08 ChrLrn Follows school and class rules

ilton Middle School Section 02) 02295-12 8th Grade US History

02295-12 8th Grade US History

Teacher: \

Grading By Task

Save

T1 - 08 SocSci Comments

Name	Percent	Score	Comments
08 B #5			This is the location where student comments are to be entered. Remember to check punctuation, grammar, and length. The comment box will hold 1200 characters including letters, punctuation and spaces.
08 B #5			

Student Names

Comments need to be entered into specific locations for printing on the end-of-term Progress Report.

### 6<sup>TH</sup> TO 8<sup>TH</sup> GRADE

Comments should be entered into the **Subject Comment** for each section, (e.g., SocSci comment, Math comment, etc.).

*Specials teachers* should not enter any comments.

- The section pull-down should show the correct class section.
- The Grading by Task pull-down should show the correct term (T1, T2, T3) and the word Comment (SocSci Comments).
- Type comments into the comment window.
- Copy / Paste can be used to populate multiple fields with the same information. Use the “**TAB**” key to move between fields and **CTRL C (Apple C)** to copy and **CTRL V (Apple V)** to Paste.

### IMPORTANT NOTES:

- The location delineated above is the **ONLY** location where the comments will be pulled for printing to the End of Term Progress Report.
- Comments are limited to 1200 characters. This includes letters, punctuation, and spaces.
- *Specials teachers* should not enter any comments.

## **PLEASE NOTE: Change for Trimester 2 – 2008:**

**Only comments entered into the correct location in Infinite Campus, as defined above, will print on the End of Term Progress Report!**

*Training videos are located at - <http://techtraining.dpsk12.org/ic/>*

*DPS Infinite Campus Login page - <http://campus.dpsk12.org>*

