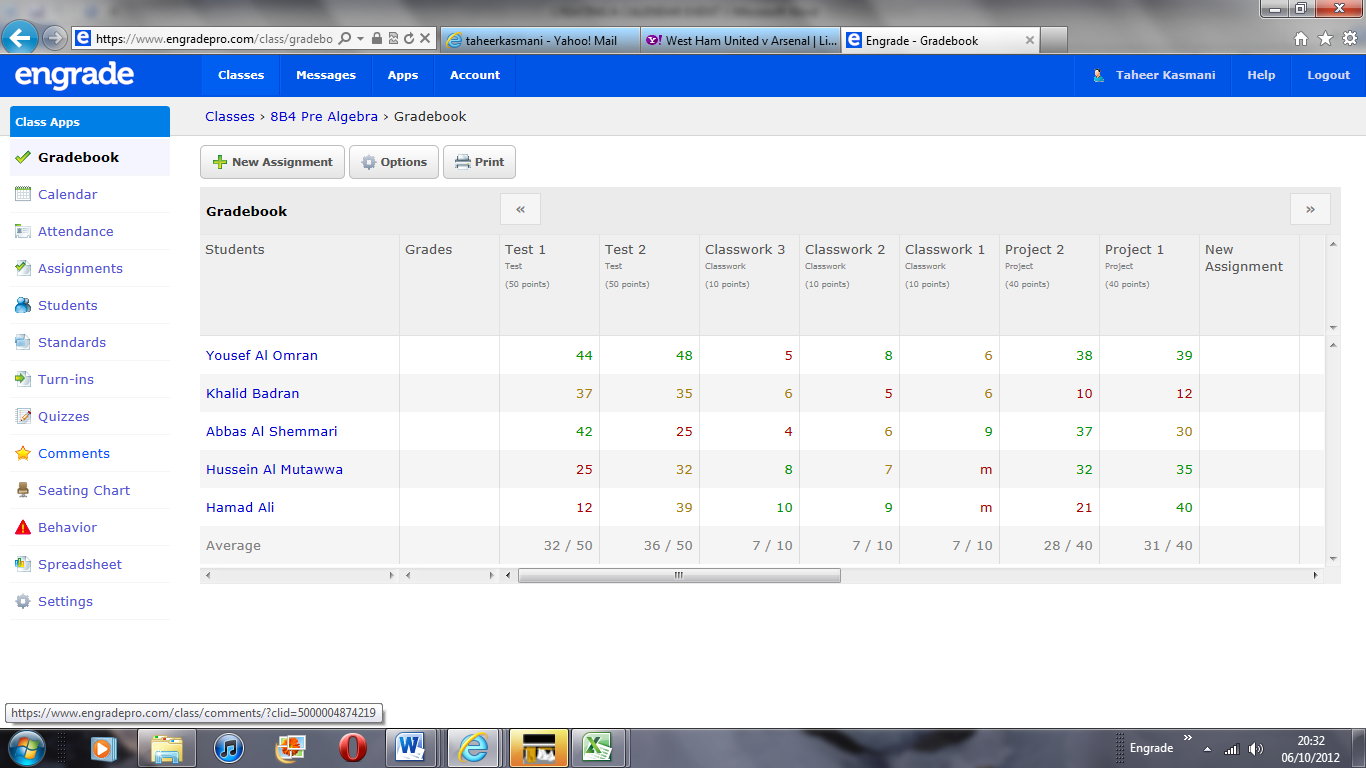
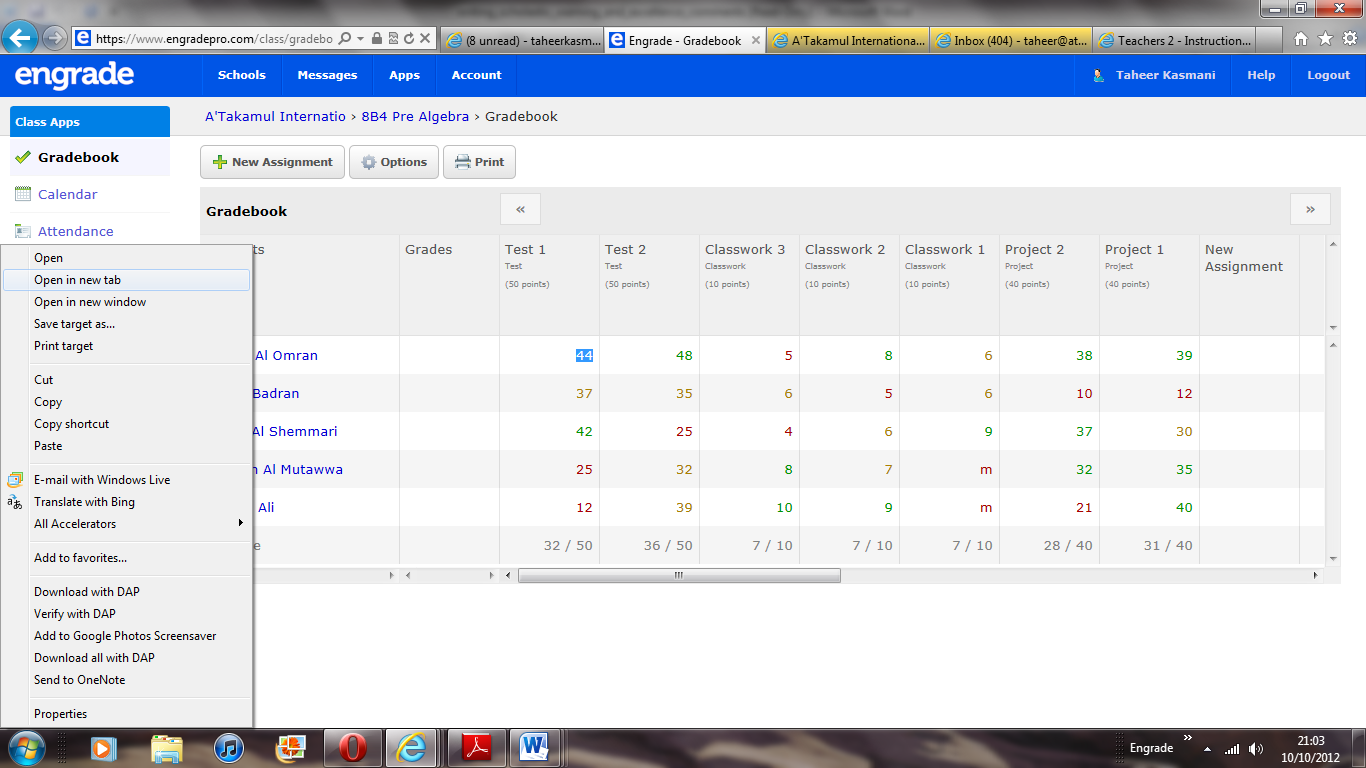
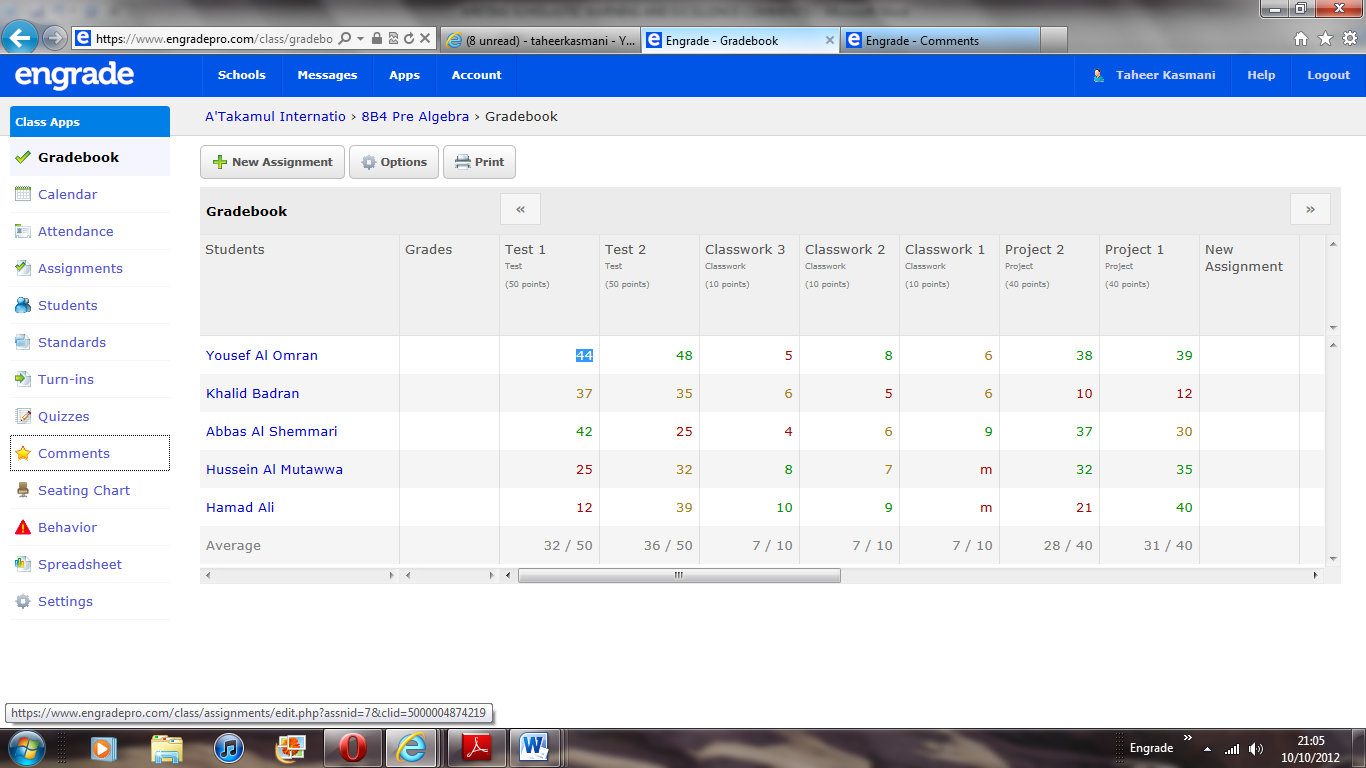
**WRITING SCHOLASTIC WARNING AND EXCELLENCE COMMENTS**

1) Move the mouse pointer to the left of the screen and right click ‘Comments’.



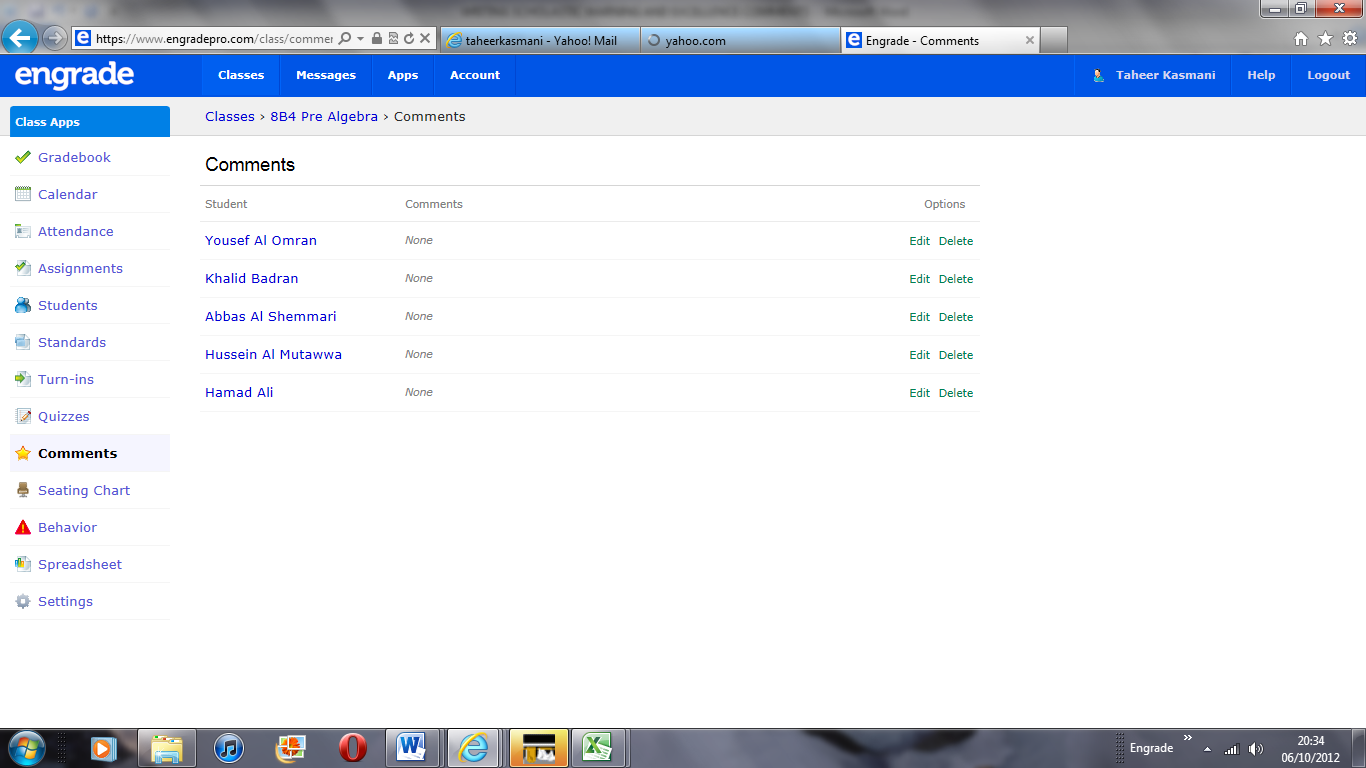
2) Now left click on ‘Open as new tab’ and the scholastic warning will open as a new tab.





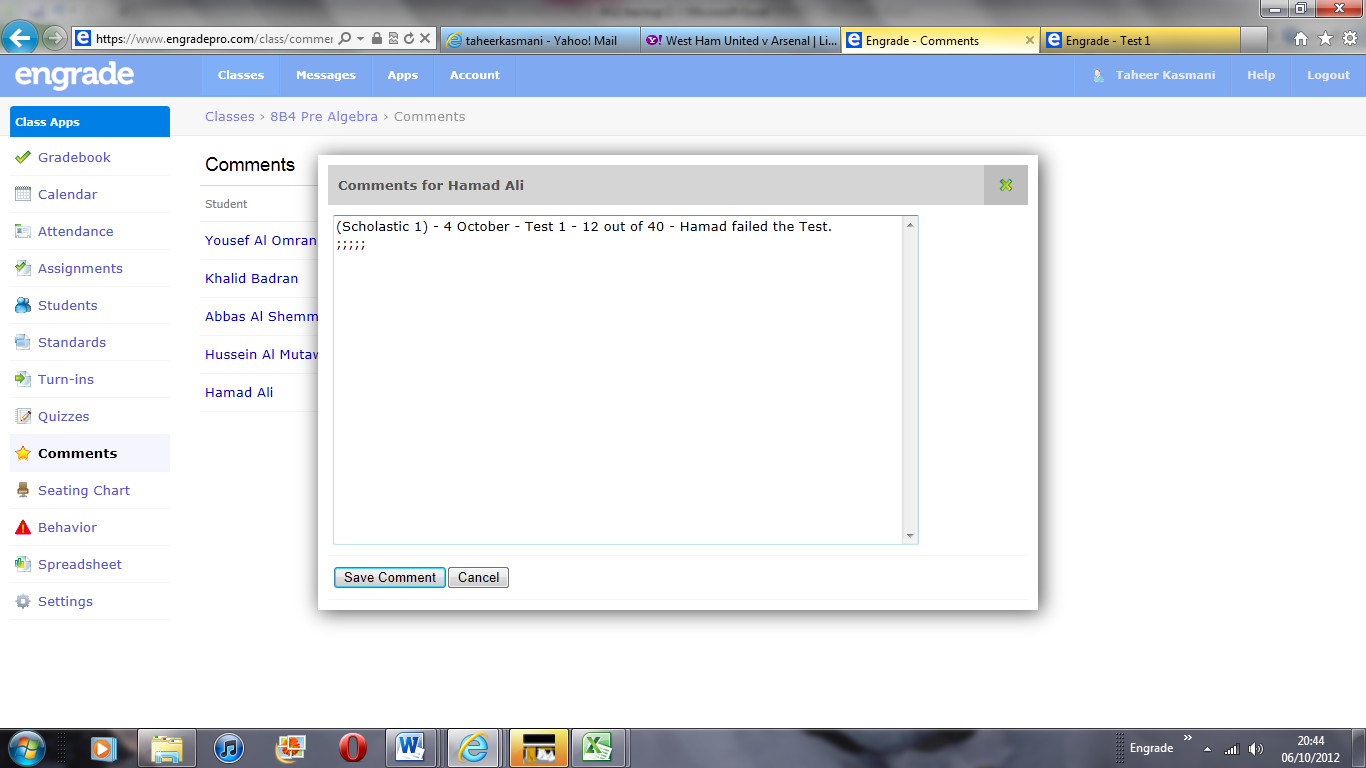
3) You will now be able to move easily between your ‘gradebook’ and ‘comments’ page. This will make it easier for you to add scholastic warning/excellence comments.

4) In the ‘Comments’ tab move the pointer to the student that you want to write a comment for and select ‘Edit’ found on the right of the same row.

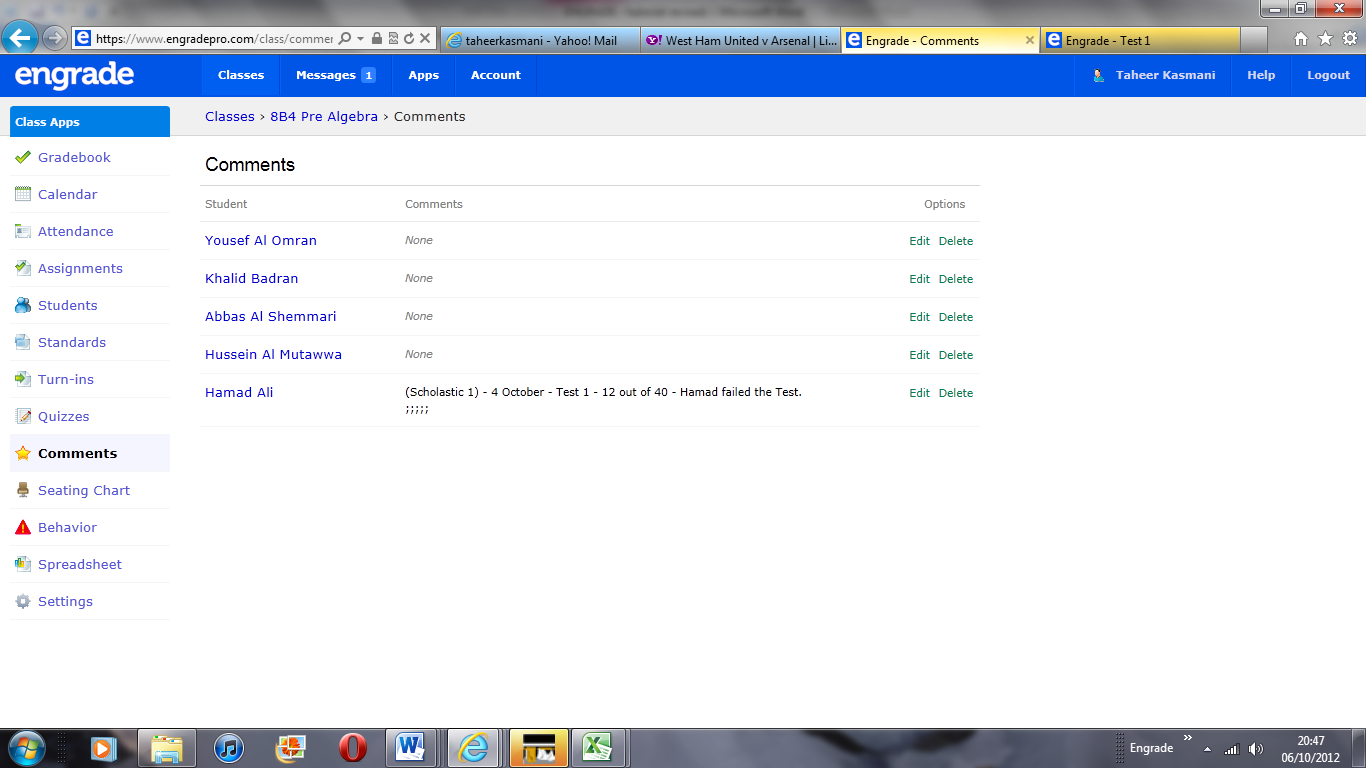


5) A new window will open which is where you can write the comment for the student. It is important that you write the scholastic number, date, title and a comment that clearly shows what the student has failed or is lacking. The outline should be:- Scholastic number - Date – Title –Comment (that includes ‘failed’ if needed – Full stop. All of the information in the scholastic should match the information for the assignment. Teachers could also include the assignment score

6) After writing the scholastic warning, start a new line and enter at least 5 semi colons ;;;;;;



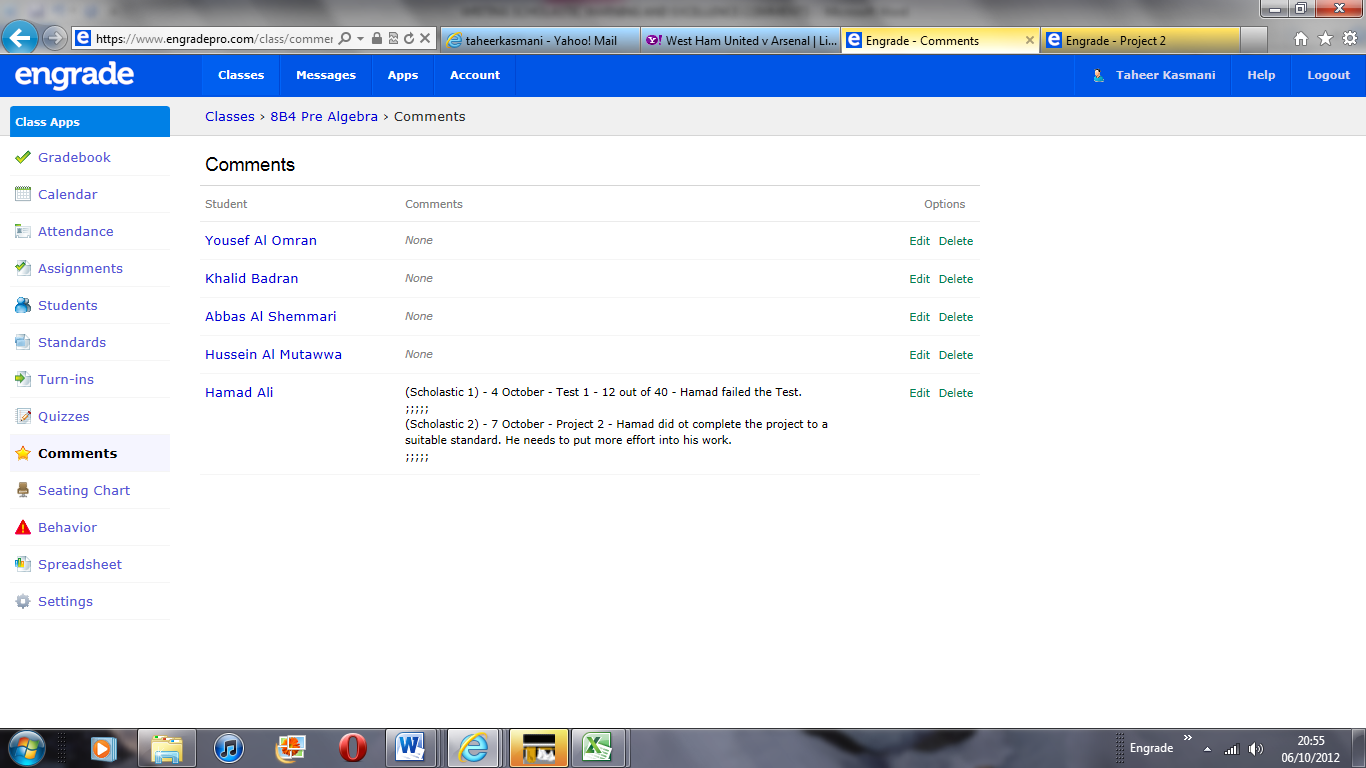
7) Move the mouse pointer to ‘Save comment’ and click. You will now be taken to the main comments screen that will show your comment. This comment is now saved on the system.



8) Follow steps 4 - 7 if you want to add a comment for a different student.

9) If you want to write a second scholastic for a student move the pointer to the student that you want to write a comment for and select ‘Edit’ found on the right of the same row.

10) Start the scholastic warning on a new line below the ;;;;;. Follow the same layout but remember to name the scholastic warning as ‘Scholastic 2’. When you are happy click on ‘Save Comment’ to save the scholastic.



11) Scholastic warnings should be written for all students who fail a Quiz, Test or Essay/Project or who constantly achieve between 60% to 65%. Teachers can also add any other scholastic concerns that they have for a student (if they want to) including lack of effort, organization, lateness, incomplete homework etc.

12) Teachers are also recommended to write comments for excellence for students. Students should follow the same process of writing a ‘Scholastic’ but the heading should be ‘Excellence’. Teachers should write a comment that states why the student received an ‘Excellence’ comment.

13) Ideally, all Scholastic warnings should be in the top half of a student’s comment box and all Excellence comments should be in the bottom half.



14) Not all comments will show on the main screen once you click ‘Save’. To check the scholastic warning that you have written for a student, move the pointer to the student that you want to check and select ‘Edit’ found on the right of the same row.

15) Comments do not need to be written for every student.

16) Never delete a Scholastic warning or Excellence comment. If you delete a scholastic warning it will be wiped off the system and parents and students will not be able to see it. Keep adding Scholastic warnings and Excellence comments to previous ones.