

Entering Class Report Card Comments

1. Click on Menu --> Gradebook --> Gradesheet

The screenshot shows the Skyward Gradebook interface for Brentwood Middle/High School - 400. The top navigation bar includes the school name, current year (2025-2026), and course information (Lang Arts 7 - Section 02 - YR - 1). The main menu is open, displaying various categories: Assessment, Attendance, Conference, Discipline, Gradebook (highlighted), Grading, Health, Message Center, Online Form, Reporting, Scheduling, Special Education, Staff, and Student. The Gradebook category is expanded, showing sub-options: Assignment Import, Assignment Import Template, Assignment Templates, Assignments, Class Groups, Gradesheet (highlighted), and Send Progress Report. The right sidebar contains utility options: Enter Scoring Mode, Add Assignment, Legend, Settings, and More. The main content area is currently blank.

2. Click on the course that you want to add Report Card Comments.

The screenshot displays the Skyward Gradebook Class List for Brentwood Middle/High School - 400. The interface includes a top navigation bar with the school name, user profile (Stephanie Faust), and various utility icons. Below the navigation bar, there is a search bar and a filter for 'View Classes by Student'. The main content area shows a list of five classes, each with a settings gear icon. The first class, 'Lang Arts 7 M711 / 02 1', is highlighted in yellow. The other classes are 'Lang Arts 7 M711 / 01 2', 'Lang Arts 7 M711 / 03 6', 'Lang Arts 7 M711A / 01 7', and 'Writing Worksho M753 / 01 8'. Each class card displays the year, year, dates, days of the week, and the number of students.

Class Name	YR - YEAR	Dates	Days	Students
Lang Arts 7 M711 / 02 1	YR - YEAR	08/22/2025 - 06/05/2026	M,T,W,R,F	16 Students
Lang Arts 7 M711 / 01 2	YR - YEAR	08/22/2025 - 06/05/2026	M,T,W,R,F	22 Students
Lang Arts 7 M711 / 03 6	YR - YEAR	08/22/2025 - 06/05/2026	M,T,W,R,F	18 Students
Lang Arts 7 M711A / 01 7	YR - YEAR	08/22/2025 - 06/05/2026	M,T,W,R,F	21 Students
Writing Worksho M753 / 01 8	T4 - Term 4	03/28/2026 - 06/05/2026	M,T,W,R,F	19 Students

3. Click on the Grade Period Column heading. Click on Add/Edit Comments for Grading Periods. Click Save.

The screenshot shows a web-based gradebook interface for Brentwood Middle/High School. The main table displays student names, grades, and attendance. A 'Grading Period Options' dialog box is open, allowing the user to manage grading periods. The dialog box includes a checked option for 'Grade Changes are Completed for: T4, FNE, FIN', a highlighted 'Add / Edit Comments for Grading Period' button, and an 'Add / Edit Percent Adjustments / Grade Overrides' button. The 'Save' button is also visible.

Indicators	Student Name	Grade	Student Number	Attendance Fri 5/8	FIN	FNE	T4	Test 1 5/8/2026 100.00
	Anyuon_Deng	07	290662		C / 75.00%			
	Biswa_Magana	07	310018		D / 65.00%			
	Carroll_Mesa	07	300624		E / 0.00%			
	Fialkovich_Jacob	07	310513		E / 42.50%			
	Fodiness_Vincent	07	310557		C / 70.00%			
	Gurung_Aarohi	07	310633		E / 37.50%		E / 25.00%	25.00
	Hertrich_Alnvia	07	310640		A / 90.00%		A / 95.00%	95.00
	Jarasiewicz_Daniel	07	310009		D / 65.00%			*
	Jumaah_Abass	07	310016		A / 95.00%			*
	Kirk_Avaya	07	320587		D / 65.00%			*
	Knight_Zeni	07	51060		E / 0.00%			*
	McCullough_Liam	07	310582		C / 75.00%			*
	Rieber_Levi	07	310008		B / 85.00%			*

4. Click on the comment column. Enter the Comment Code for each student.

The screenshot shows the Skyward Gradebook interface for Brentwood Middle/High School. The main window displays the 'GRADEBOOK : STUDENT COMMENT LIST' for course M711, Lang Arts 7, Section 02. A dropdown menu is open over the 'Comment Code' column, listing codes 01 through 09 with their corresponding descriptions. The 'Comment Code' column in the table below is highlighted in yellow.

Course Code	Class Description	Section	Section Length	Start Date	End Date
M711	Lang Arts 7	02	YR	08/22/2025	06/05/2026

T4 COMMENTS FOR 03/28/26 - 06/05/26

STUDENT SECTIONS

Search Student Name View: Skyward Default

Indicators	Student Name	FIN	FNE	T4	Comment Code	Comments to	Default Blank Comments to
	Anyuon, Dsng	C					
	Biswa, Magana	D					
	Carroll, Mesa	E					
	Fialkovich, Jacob	E	E				
	Fodness, Vincent	C	C				
	Gurung, Aarohi	E	E				
	Hertrich, Alivia	A	A				
	Jacobsen, Daniel	D					

5. Choose the Save option near the top of the screen to save your work after each comment has been entered.

Brentwood Middle/High School - 400
 2025-2026 (Current) Lang Arts 7 - Section 02 - YR - 1

GRADEBOOK : STUDENT COMMENT LIST

Course Code: M711 | Class Description: Lang Arts 7 | Section: 02 | Section Length: YR | Start Date: 08/22/2025 | End Date: 06/05/2026 | Primary Display Period: 1

Save & Back | Save Changes | Cancel

T4 COMMENTS FOR 03/28/26 - 06/05/26

STUDENT SECTIONS

Indicators	Student Name	FIN	FNE	T4	C1	C2	C3	C4	C5
					Default Blank Comments to [Dropdown] Clear Column	Default Blank Comments to [Dropdown] Clear Column	Default Blank Comments to [Dropdown] Clear Column	Default Blank Comments to [Dropdown] Clear Column	Default Blank Comments to [Dropdown] Clear Column
📍	Anyuon Deng	C			01	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
📍	Biswa Magana	D			[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
📍	Carroll Mesa	E			[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
📍	Fialkovich Jacob	E		E	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
📍	Fodness Vincent	C		C	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
📍	Gurung Aarohi	E		E	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
📍	Hertrich Alivia	A		A	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]

6. To make sure that the comment is correct for each student, click on the conversation icon in the term period column.

The screenshot shows the Skyward Gradebook interface for Brentwood Middle/High School. The main table displays student grades across various term periods. A popup window titled "Student Grade Information" is open over the first row, showing a comment for student Anyuon_Deng.

Indicators	Student Name	Grade	Student Number	Attendance Fri 5/8	FIN	FNE	T4	Test 1 5/8/2026 100.00
1	Anyuon_Deng	07	290662		C / 75.00%			
2	Biswa_Magana	07	310018		D / 65.00%			
3	Carroll_Mesa	07	300624		E / 0.00%			
4	Fialkovich_Jacob	07	310513		E / 42.50%			
5	Fodness_Vincent	07	310557		C / 70.00%			
6	Gurung_Aarohi	07	310633		E / 37.50%		E / 25.00%	25.00
7	Hertrich_Alivia	07	310640		A / 90.00%		A / 95.00%	95.00
8	Jarasiewicz_Daniel	07	310009		D / 65.00%			
9	Jumaah_Abass	07	310016		A / 95.00%			
10	Kirk_Avaya	07	320587		D / 65.00%			
11	Knight_Zeni	07	51060		E / 0.00%			
12	McCullough_Liam	07	310582		C / 75.00%			
13	Rieber_Levi	07	310008		B / 85.00%			

Student Grade Information
 Comments:
 C1
 01 - Highly motivated
 5/8/2026 2:58:06 PM
 Close