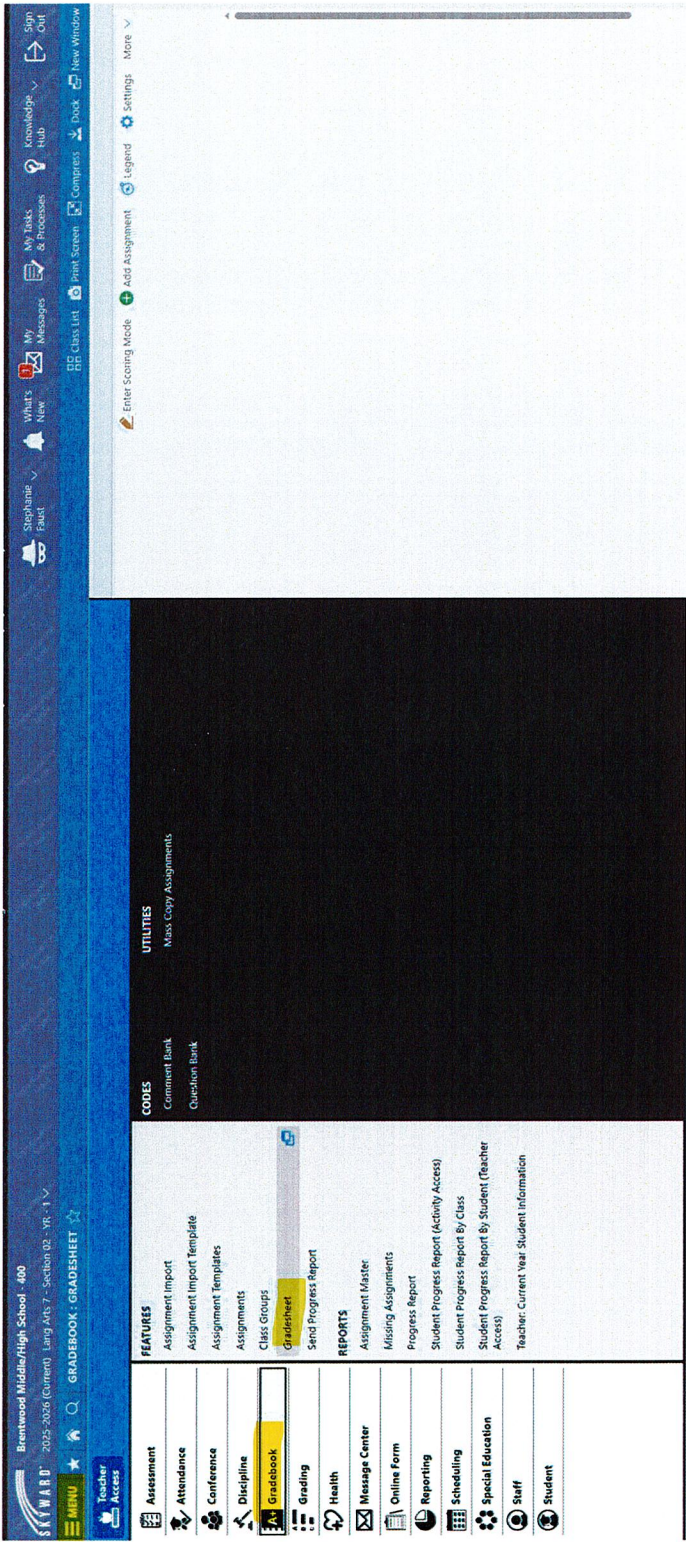


Entering Class Report Card Comments

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



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

STWARD

Brentwood Middle/High School 400

2022-2026 (Current)

Menu

Gradebook Class List

What's New

My Messages

My Tasks & Assessments

Knowledge Hub

Sign Out

Stephane Faust

Print Screen

Compress

Dock

New Window

View Classes by Student

Type to search...

400 - BRENTWOOD MIDDLE/HIGH SCHOOL

Lang Arts 7

MT11 / 02

1

VR - YEAR

08/22/2025 - 06/05/2026

MTWRF

16 Students

Lang Arts 7

MT11 / 01

2

VR - YEAR

08/22/2025 - 06/05/2026

MTWRF

22 Students

Lang Arts 7

MT11 / 03

6

VR - YEAR

08/22/2025 - 06/05/2026

MTWRF

18 Students

Lang Arts 7

MT11A / 01

7

VR - YEAR

08/22/2025 - 06/05/2026

MTWRF

21 Students

Writing Workshop

MT53 / 01

8

T4 - Term 4

03/28/2026 - 06/05/2026

MTWRF

19 Students

Current Classes

All Classes

Mass Edit Class Nicknames

2

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

Brentwood Middle/High School - 400
2024-2026 (Current) Lang Arts 7 - Section 02 - YR - 1
MENU GRADEBOOK: GRADESHEET
Gradebook Clicks Left > Gradesheet

Sign Out Knowledge Hub My Tasks & Processes My Messages What's New Class List Print Screen Compress Dock New Window

Enter Scoring Mode Add Assignment Legend Settings More

Indicators	Student Name	Grade	Student Number	Attendance F/T/U/O	FIN	FNE	T4	Test 1 5/8/2026 100.00
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								

Grading Period Options

☐ Grade Changes are Completed for: T4, FNE, FIN

☒ Add / Edit Comments for Grading Period

☐ Add / Edit Percent Adjustments / Grade Overrides

Save Cancel

F / 25.00%	25.00
A / 95.00%	95.00

[illegible]

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

Gradebook Class List > GradeSheet > Student Comment List

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

Save & Back Save Changes Cancel

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

STUDENT SECTIONS

Search Student Name View Skyward Default

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
[Indicator]					[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
[Indicator]					[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
[Indicator]					[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
[Indicator]					[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
[Indicator]					[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
[Indicator]					[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
[Indicator]					[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
[Indicator]					[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
[Indicator]					[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]

Return to GradeSheet Comment Code Legend

More

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

The screenshot displays the STWARD Gradebook Class List interface. The top navigation bar includes the STWARD logo, school information (Brentwood Middle/High School - 400), and user details (2024-2026 (Current), Lang Arts 7 - Section 02 - YR - 1). The main menu on the left includes options like MENU, GRADEBOOK, GRADESHEET, and Gradebook Class List. The right sidebar contains various icons for navigation and settings.

The main content area shows a table with columns for Indicators, Student Name, Grade, Student Number, Attendance, and Term. A pop-up window titled "Student Grade Information" is displayed, showing the following details:

- Comments:** C1 - Highly motivated
- Test 1:** 5/8/2026 100.00
- Test 2:** 5/8/2026 100.00
- Test 3:** 5/8/2026 100.00
- Test 4:** 5/8/2026 100.00
- Test 5:** 5/8/2026 100.00
- Test 6:** 5/8/2026 100.00
- Test 7:** 5/8/2026 100.00
- Test 8:** 5/8/2026 100.00
- Test 9:** 5/8/2026 100.00
- Test 10:** 5/8/2026 100.00
- Test 11:** 5/8/2026 100.00
- Test 12:** 5/8/2026 100.00
- Test 13:** 5/8/2026 100.00

The pop-up window also includes a "Close" button and a "Print" button.