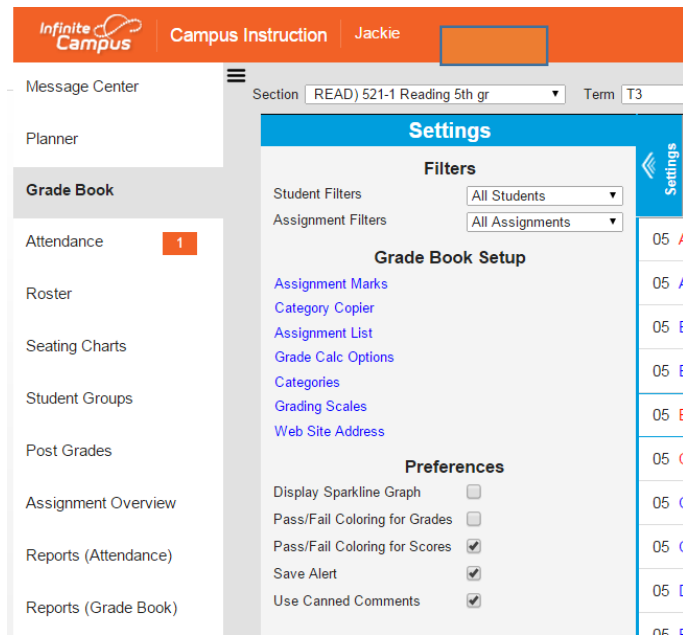


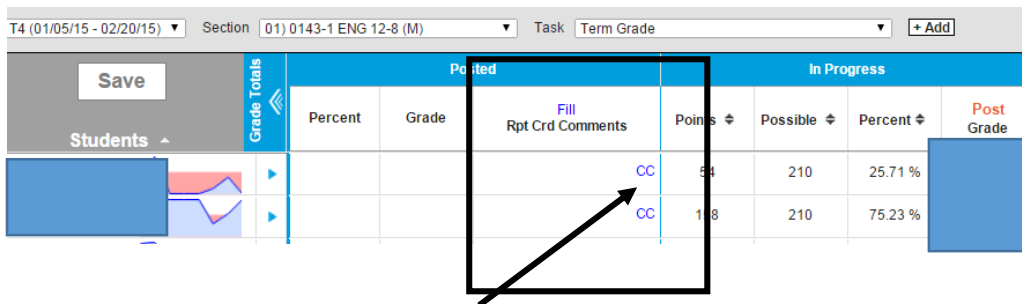
Infinite Campus

Adding Canned Comments

1. Make sure you have “Use Canned Comments” checked in **Grade Book, Settings, Preferences**



2. When the Grading Window is open, you will see the area where you enter comments (canned and teacher-created).



3. Click on **CC** to see the list of canned comments

Canned Comments

Add report card comment(s) for T4 / Term Grade

Report Card Comment - Preview

Selection Method

Enter Code(s):

Choose Comment(s):

- ☐ 2: Accepts advice for improvement
- ☐ 3: Actively participates in class
- ☐ 4: Allotted story deadline not met
- ☐ 5: Analysis skills weak
- ☐ 6: Appears overly tired in class
- ☐ 7: Assignments late or missing
- ☐ 8: Attendance is affecting grade
- ☐ 9: Behavior needs improvement
- ☐ 10: Bothers others during class
- ☐ 11: Calendar not followed
- ☐ 12: Call to discuss student
- ☐ 13: Cheating on assignment(s)
- ☐ 14: Cheating on test(s)
- ☐ 15: Class assignments poorly done
- ☐ 16: Class time used inefficiently
- ☐ 17: Comprehends silent reading

4. Click in the cell to type your own comment

Term	T4 (01/05/15 - 02/20/15)	Section	01) 0143-1 ENG 12-8 (M)	Task	Term Grade
Settings	Save	Grade Totals	Posted		
Students			Percent	Grade	Points
				Fill Rpt Crd Comments	
				CC	

Term	T4 (01/05/15 - 02/20/15)	Section	01) 0143-1 ENG 12-8 (M)	Task	Term Grade
Settings	Save	Grade Totals	Posted		
Students			Percent	Grade	Points
				Fill Rpt Crd Comments	
				Good job! CC	
				CC	

5. Save