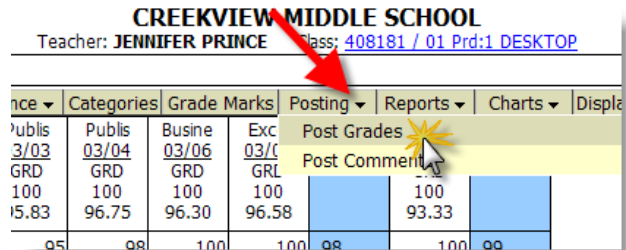


Skyward Gradebook: Entering Comments

Comments can be entered for students *after the grades have been pulled* and the *Grade Posting Period* is open for either a Progress Report or Report Card period.

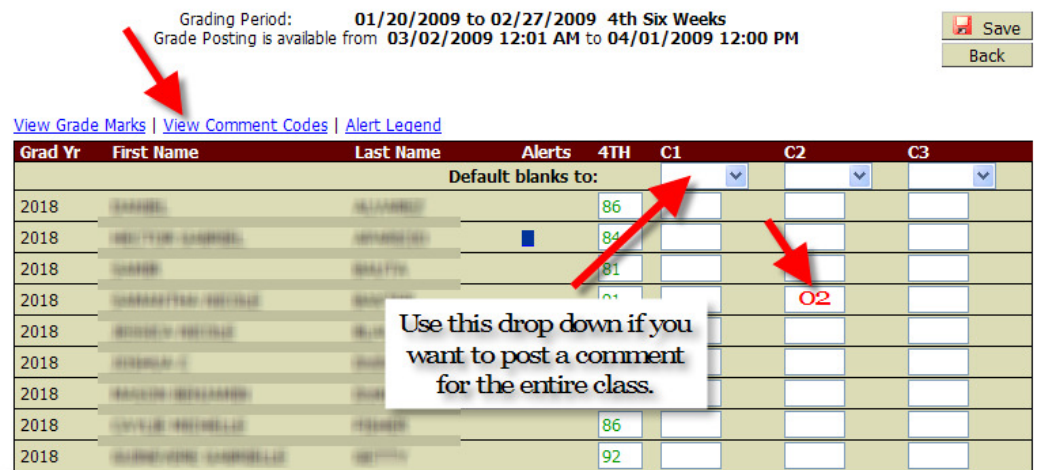
- From the main screen of your gradebook, pull down the **Posting** tab and select **Post Grades**.



- You will see a list of Grading Periods that are open (most likely just the current grading period). Confirm that it is the correct grading period and click the blue **Post Grades** link.



- Enter district comment codes in the **C1, C2, or C3** columns.
- Click the blue **View Comment Codes** link to see a list of the district comment codes
- Use the drop down box under C1, C2, or C3 column to post a comment for the entire class.



- When comments are complete, click **Save**.