

## **Quick Guide: Add Notes to Gradebook**

Gradebook provides teachers with several Note options. Teachers can enter a "Student Note" for an individual student, an "Assignment Note" for an individual student or all students, and a "Term Note" specific to the course and term. Student and Assignment Notes can be set to Private or Publish. Notes set to Publish will appear on the student's Gradebook Progress Report. Term Notes by default appear on the Progress Report.

**\*\* Refer to the attached Quick Guide below \*\***

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<http://www.imgsoftware.com/kb/entry/888/>