Adding Comments When Not Using NCWise Spreadsheet

Log into NCWise

Grade Entry (under reports)

Scroll down to choose course length:

36 weeks

18 weeks

9 weeks

Your classes will appear

Choose correct reporting period

Click on the class you wish to put comments in

Click on students

2 ways to add comments:

1. If you want to type your own comment:

Highlight student

Click view

Type your comment

Click OK

Save

2. Using NCWise Comments:

Highlight student

Click on Question Mark

Choose number of comment:

ex. 2 Positive Attitude

Click OK

Save