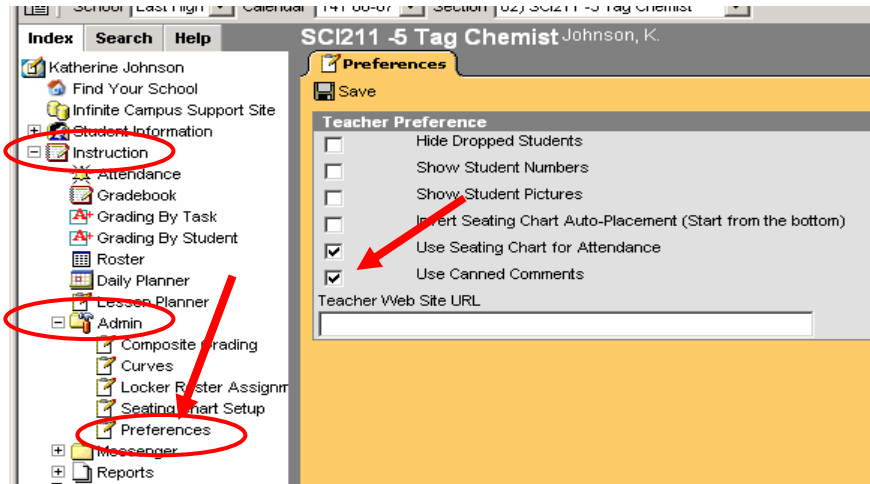


Grading: Using Comments

- ▶ **Enabling the Comment** File path: *Navigation Pane > Instruction Module > Admin folder > Preferences*

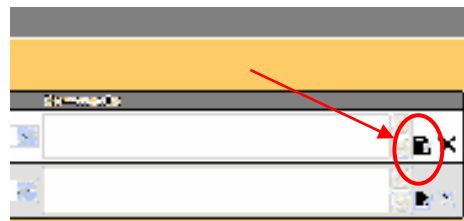
In order for comments to be available you must enable them **FOR EACH CLASS.**

Remember to **SAVE!**



- ▶ **Displaying the Canned Comment List**

Click the List Icon to display the canned comments.



- ▶ **Selecting Comments**

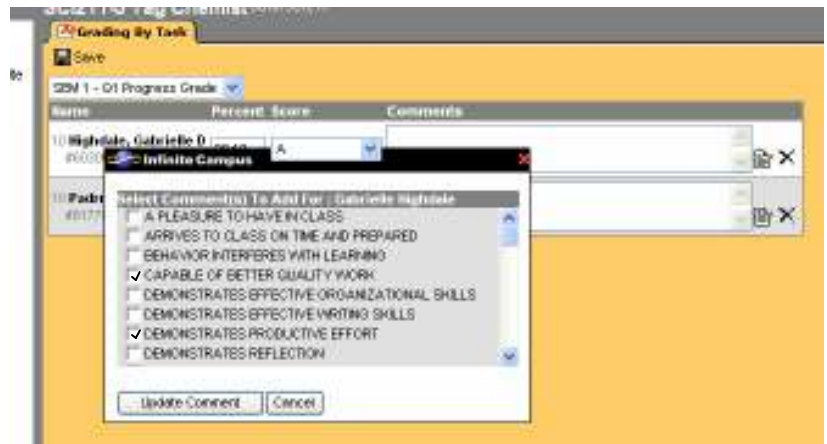
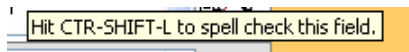
Check the box for the desired comment(s)
You may choose more than one comment.

Comments are editable.

Place your cursor in the box and add, or replace words.

Be careful about spelling, grammar and word choice. What you write reflects the professionalism of MMSD staff.

There is a **spell check** feature built into IC. Place your cursor in the text field and press **Control+shift+L**



You can also **cut and paste** comments from one field to another.

You can also maintain a **WORD** document of comments and cut and paste to IC from the **WORD** document.

- ▶ **Deleting a Comment**

Click on the **X** to delete a comment



Remember to **Log-Off** the Infinite Campus website!