Note: The following manual is an adapted segment from the Dadavan Teacher Manual. This segment was created to supplement the [FNSSP Dadavan Project](#) and may not meet the needs of other programs using the Dadavan Outcomes platform. The original Teacher manual can be found in its entirety by clicking [here](#).

Writing Report Cards

REPORT CARDS PAGE:

From the Outcomes home page, click on either the Report Cards button or the Report Cards tab to go to the Report Cards Page.

WRITING REPORT CARDS:

Click on the **blue course button** that represents the course for which you would like to enter grades and comments. (In this example, a teacher named Marlene Maples is writing comments for her Grade 3 Language Arts class.) You will be taken to the **Report Card editing page**, similar to the one shown in the diagram:

METHODS FOR WRITING COMMENTS: *There are three methods for writing report card comments:*

1. **Typing each comment**: *This method allows teachers to type a comment for any student directly into the text entry field.*

2. **Using the Comment Bank**: *This method allows you to select comments from the comment bank to apply to the student for whom you are writing a comment.*

3. **Batch Mode**: The Batch Mode method allows all teachers to quickly assign comments from the comment bank to the entire class.

These three methods are described below

Method 1: Typing Each Comment:
This method allows teachers to type a comment for any student directly into the text entry field.

A. Click your mouse in the text entry field below a student's name. Type your comments for that student.

B. *Make sure not to go over the number of allowed characters*. Check the character count box to the bottom-right of the text entry field

C. Save your comment by clicking on **Save**

Note It is **highly recommended** that you **click Save** *after you write each student's comment*. If you don't save until all of the comments are written and your Internet connection goes down, the comments will be lost.

Save regularly, save often!

Method 2: Using the Comment Bank:
This method allows you to select comments from the comment bank to apply to the student for whom you are writing a comment.

It is assumed that you already have a set of comments saved in your personal comment bank. **If you do not have any saved comments** and would like to create some, or if you are unfamiliar with this feature, **please refer to page 11 of this manual.**

A. Click on the **Comments** button for the student to whom you are going to give a comment. A **Comment Bank window** should open in the top right-hand corner.

B. Click on the **drop-down menu** and click on the desired comment category from the drop down list. Click **Go** to load this category's comments into the window.
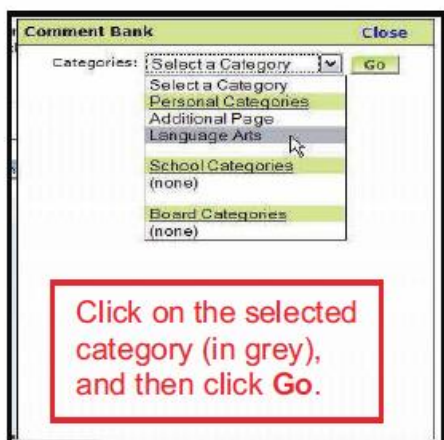

C. Find the comment you would like to use for the student. Click on the **Apply** button to the right of the comment. This will place the comment in the text entry field for the chosen student. Click **Save** after the comment is applied.

Method 3: Batch Mode:

Specialist teachers typically write their report card comments using **Batch Mode**. The Batch Mode method allows teachers to quickly assign comments from the comment bank to the entire class.

A. Click on the blue **Batch Mode** button at the top of the Report Card Editing Page. This will place five **Comment** buttons below the **Apply Markbook** button and **five blank fields** to the left of each student's report card.
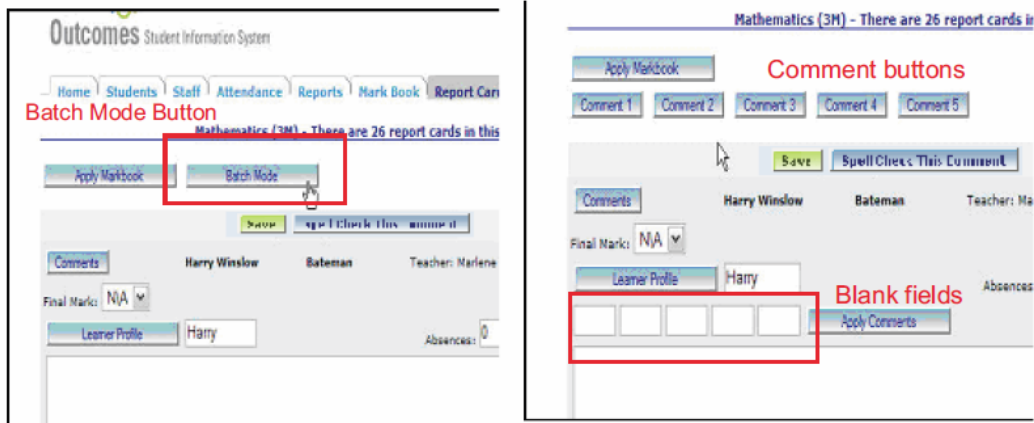
B. You can apply up to five comments in Batch Mode. Click the **Comment 1** button to choose the first comment. A window will appear and ask you to type in the number of the comment you want to use. (Open the **Comment Bank window** to check the comment numbers if you are unsure.)
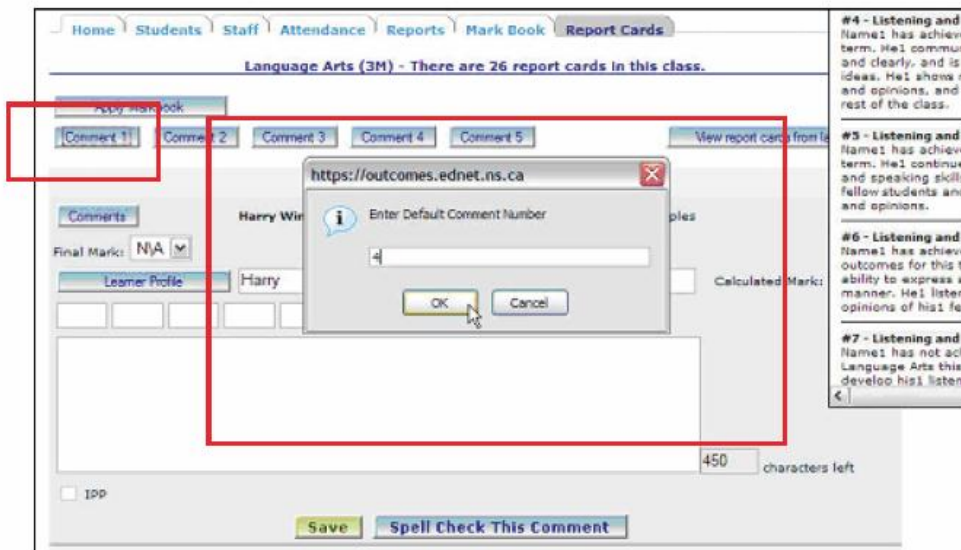
C. Type the appropriate comment number and click **OK**. This number will appear in the first of the five blank fields for each student. Click on **Comment 2** to add the second comment, if needed. As stated before, you can choose up to five comments.

D. When you have selected all of the comment numbers you wish to use, click the **Apply Comments** button located next to the five blank fields. This will apply comments to all the student's report cards. Click **Save** when you are finished.