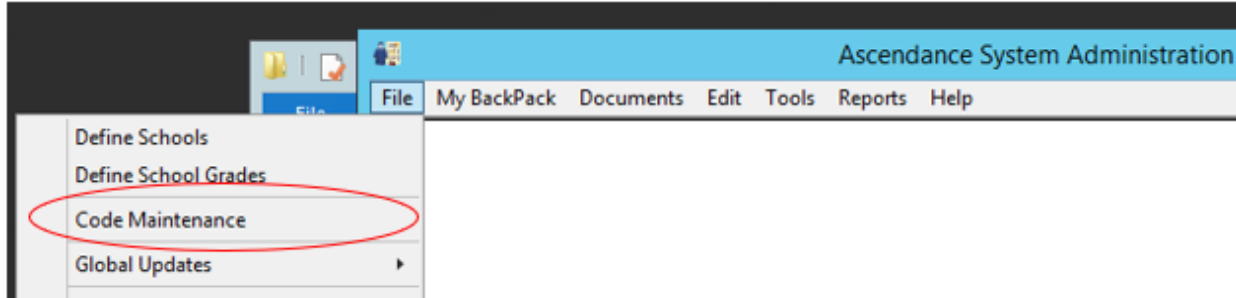
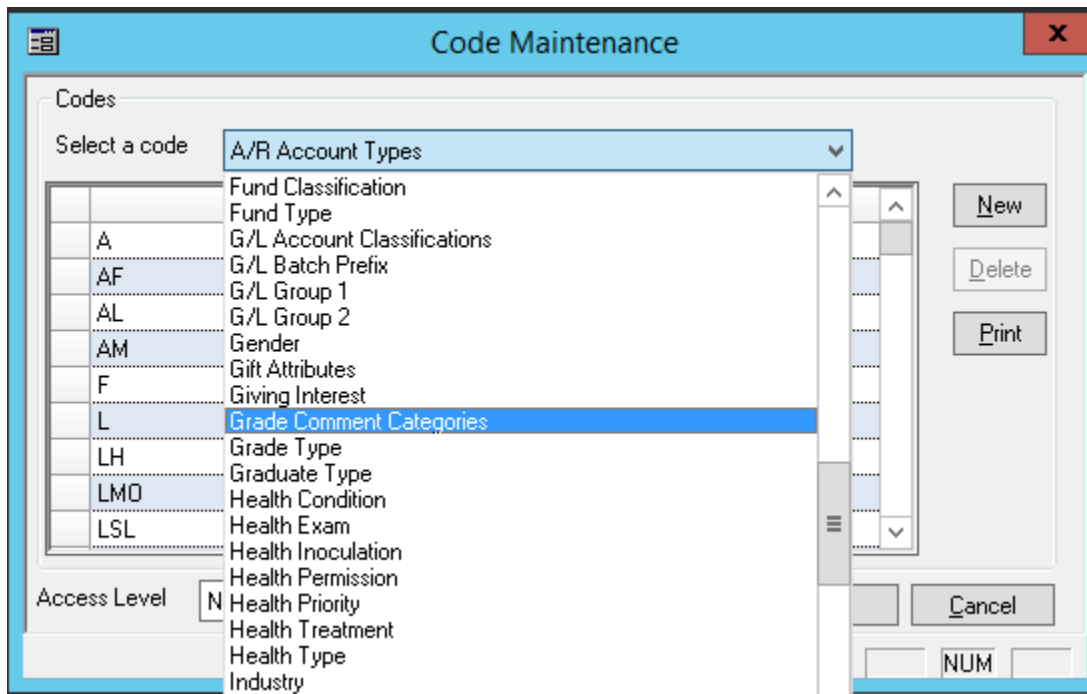


How do I Create a New Grade Comment Category and Add it to Courses?

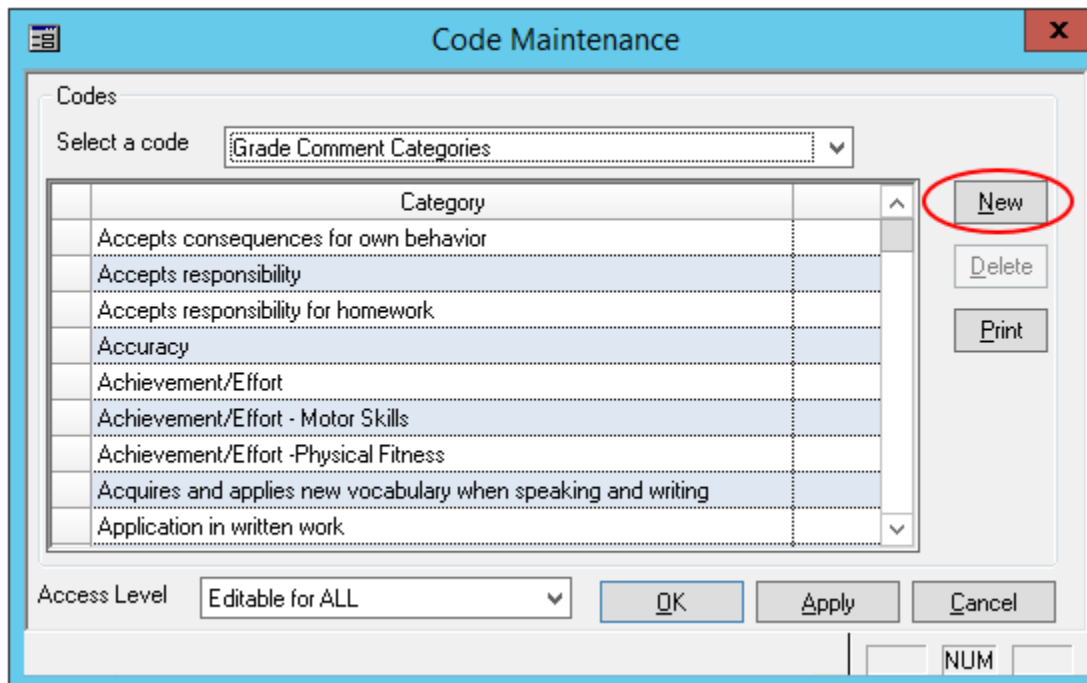
To set up a new Grade Comment Category, go to System Admin>File>Code Maintenance:



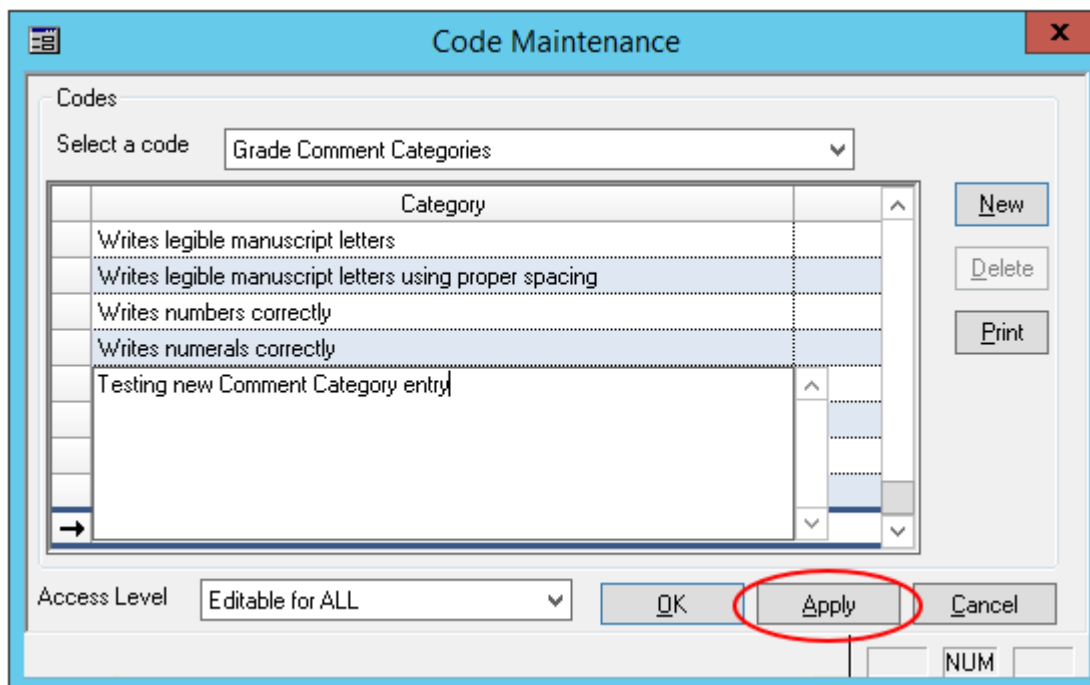
The code tables are listed alphabetically. Scroll down in the Code Maintenance list to **Grade Comment Categories** entry:



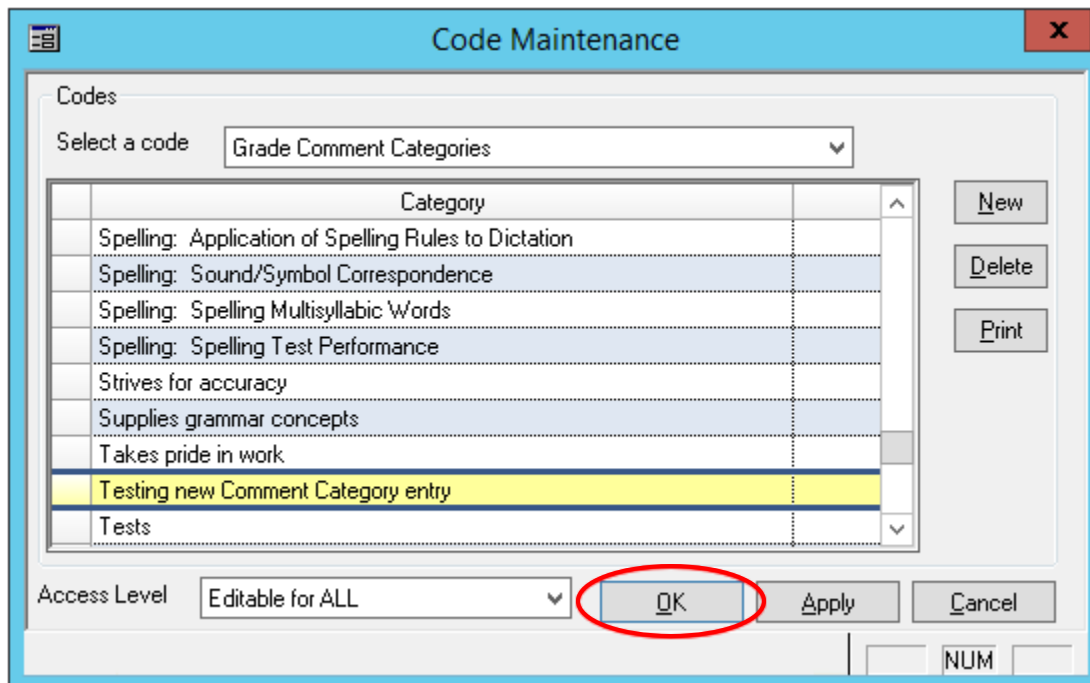
Click on the item to open the full list of Grade Comment Categories and select New:



A text box will appear. Enter the Comment you wish to be added, then click Apply to save the new entry of the list:

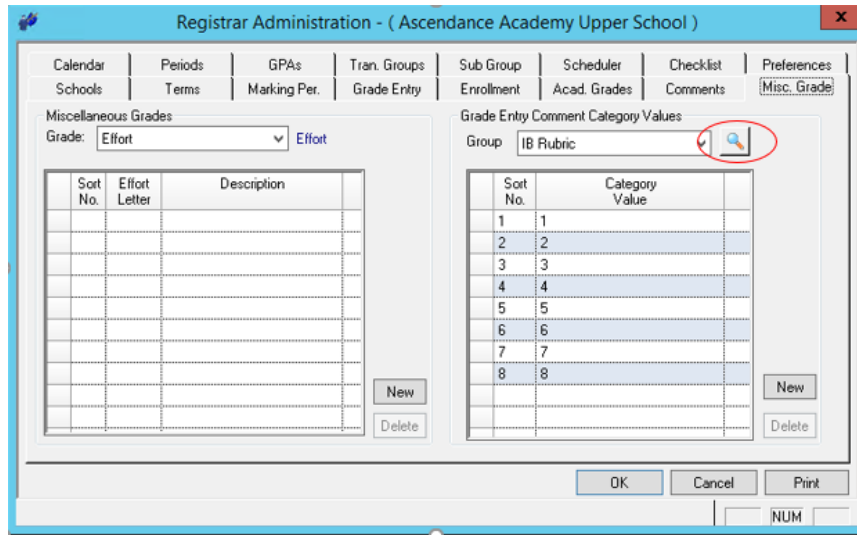
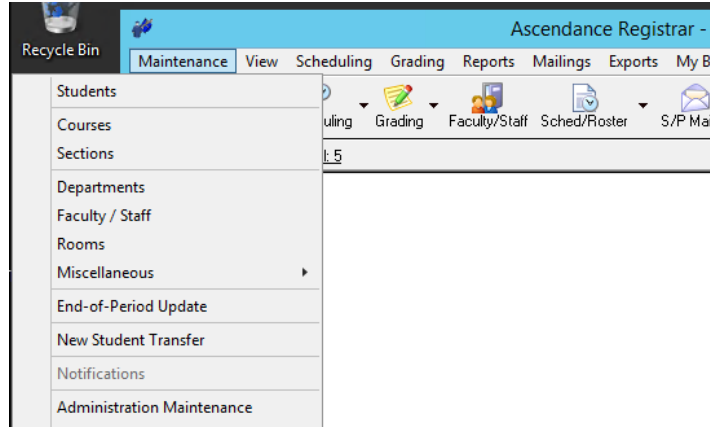


Click OK to save your changes and close the Code Maintenance window:

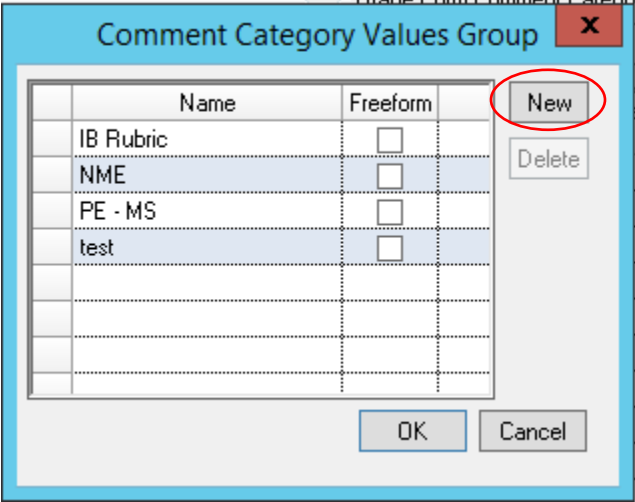


The new Grade Comment Category will now be available in Registrar for use with the desired Courses.

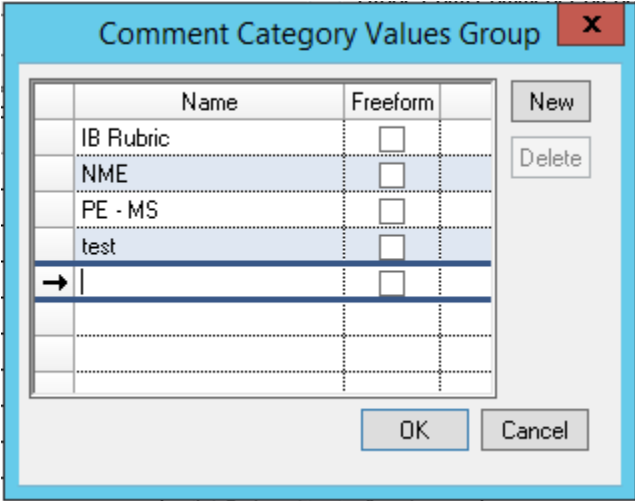
Add a new Grade Entry Comment Category Value by going into Registrar>Maintenance>Admin Maintenance>select the Division, and going to the Misc Grade tab:



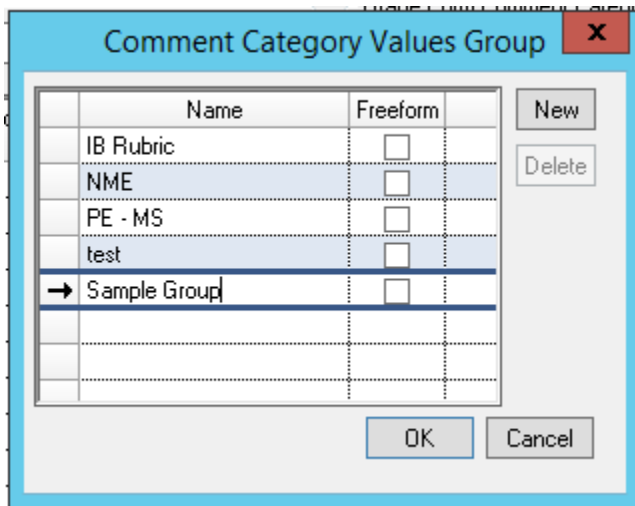
Under Grade Entry Comment Category Values section, click on the magnifying glass aside of the Group, and click New:



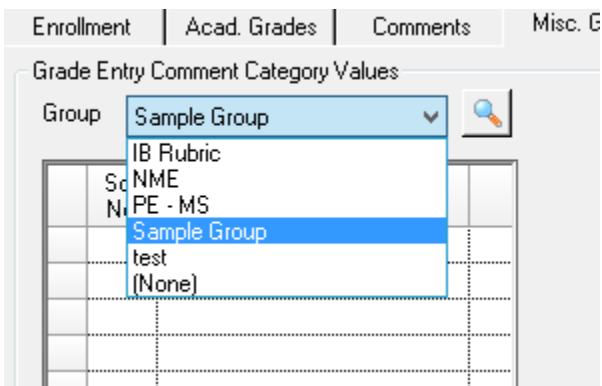
Enter the name of the new Value Group by typing the available field:



Click OK to save the entry:



The new Value Group will appear on the Group drop-list:



To add grading “scales” to the Group, select the New item from the drop-list, and click New:

Enrollment | Acad. Grades | Comments | Misc. Grades

Grade Entry Comment Category Values

Group: Sample Group

Sort No.	Category Value

New

Delete

Enter your Category Values by typing the Value field (for multiple entries, continue to click New to add more lines):

Grade Entry Comment Category Values

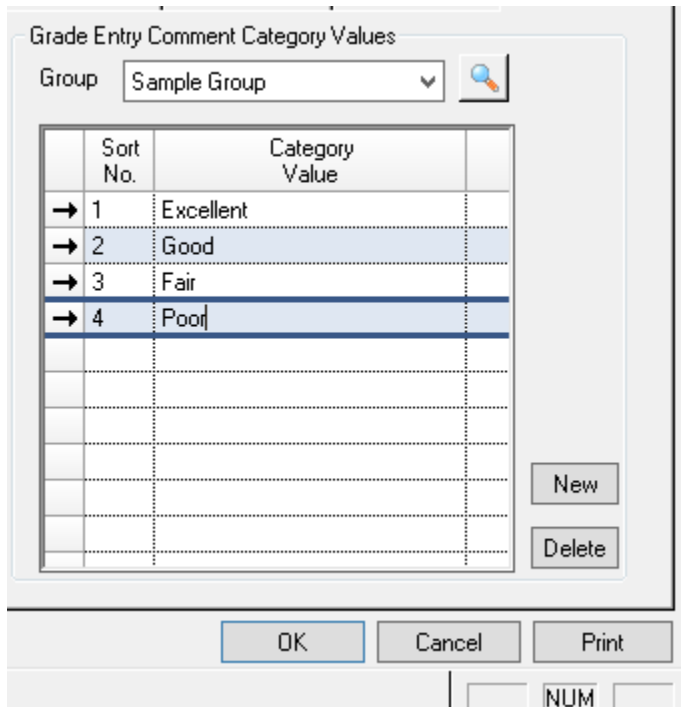
Group: Sample Group

Sort No.	Category Value
→ 1	Excellent
→ 2	Good
→ 3	Fair

New

Delete

Click OK to save the changes:



Grade Entry Comment Category Values

Group: Sample Group

	Sort No.	Category Value
→	1	Excellent
→	2	Good
→	3	Fair
→	4	Poor

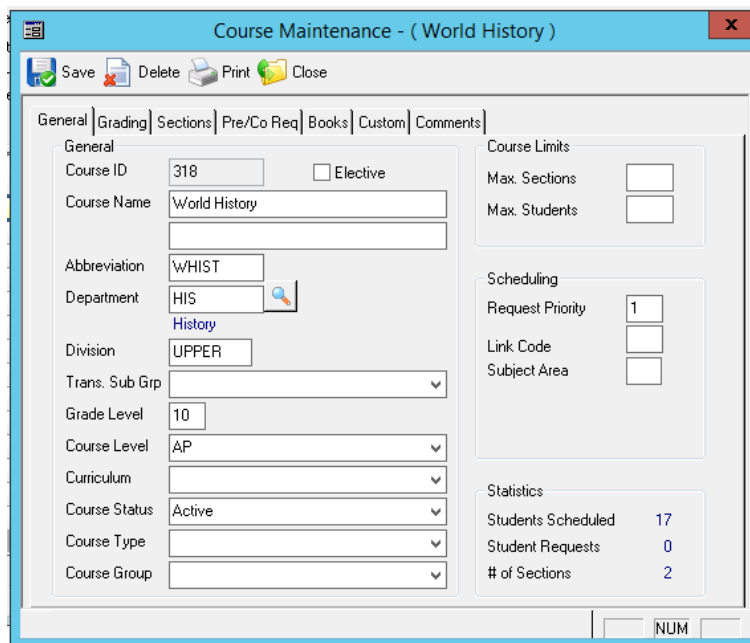
New
Delete

OK Cancel Print

NUM

Once the Values are in place, they can be added at the Course level for grading purposes.

Look up a Course to add the information, then go to Course>Grading tab:



Course Maintenance - (World History)

Save Delete Print Close

General | Grading | Sections | Pre/Co Req | Books | Custom | Comments

General

Course ID: 318 Elective

Course Name: World History

Abbreviation: WHIST

Department: HIS History

Division: UPPER

Trans. Sub Grp: [dropdown]

Grade Level: 10

Course Level: AP

Curriculum: [dropdown]

Course Status: Active

Course Type: [dropdown]

Course Group: [dropdown]

Course Limits

Max. Sections: [input]

Max. Students: [input]

Scheduling

Request Priority: 1

Link Code: [input]

Subject Area: [input]

Statistics

Students Scheduled: 17

Student Requests: 0

of Sections: 2

NUM

Click the Add button to add a Category Comment:

Course Maintenance - (World History)

Save Delete Print Close

General Grading Sections Pre/Co Req Books Custom Comments

Grading

GPA Mult	GPA Bump	On Tran	On Grade	On GPA	On GPA 2	On GPA 3	QPA Value	Display in S/P?
1.000	1.000	Y	Y	Y	Y	Y	Standard	N

Credits: 1.00 Transcript Sort Order: Edit

Grade Entry Comment Categories:

No.	Name

Add Delete

Category Value Group: NUM

Choose Category to Add

Category to add: Testing new Comment Category entry

Sort Value: 1

OK Cancel

Select the Category Value Group from the drop-list at the bottom of the window:

No.	Name
→ 1	Testing new Comment Category entry

Category Value Group

- IB Rubric
- NME
- PE - MS
- Sample Group
- test
- (None)

NUM

Click Save in the upper left-hand corner of the window, to save these changes:

Course Maintenance - (World History)

Save Delete Print Close

General Grading Sections Pre/Co Req Books Custom Comments

Grading

GPA Mult	GPA Bump	On Tran	On Grade	On GPA	On GPA 2	On GPA 3	QPA Value	Display in S/P?
1.000	1.000	Y	Y	Y	Y	Y	Standard	N

Credits 1.00 Transcript Sort Order Edit

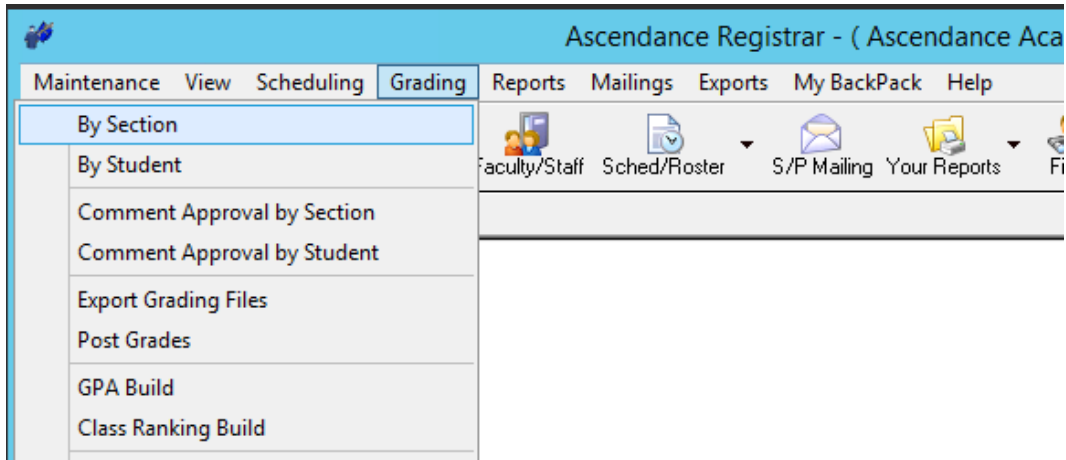
Grade Entry Comment Categories:

No.	Name
→ 1	Testing new Comment Category entry

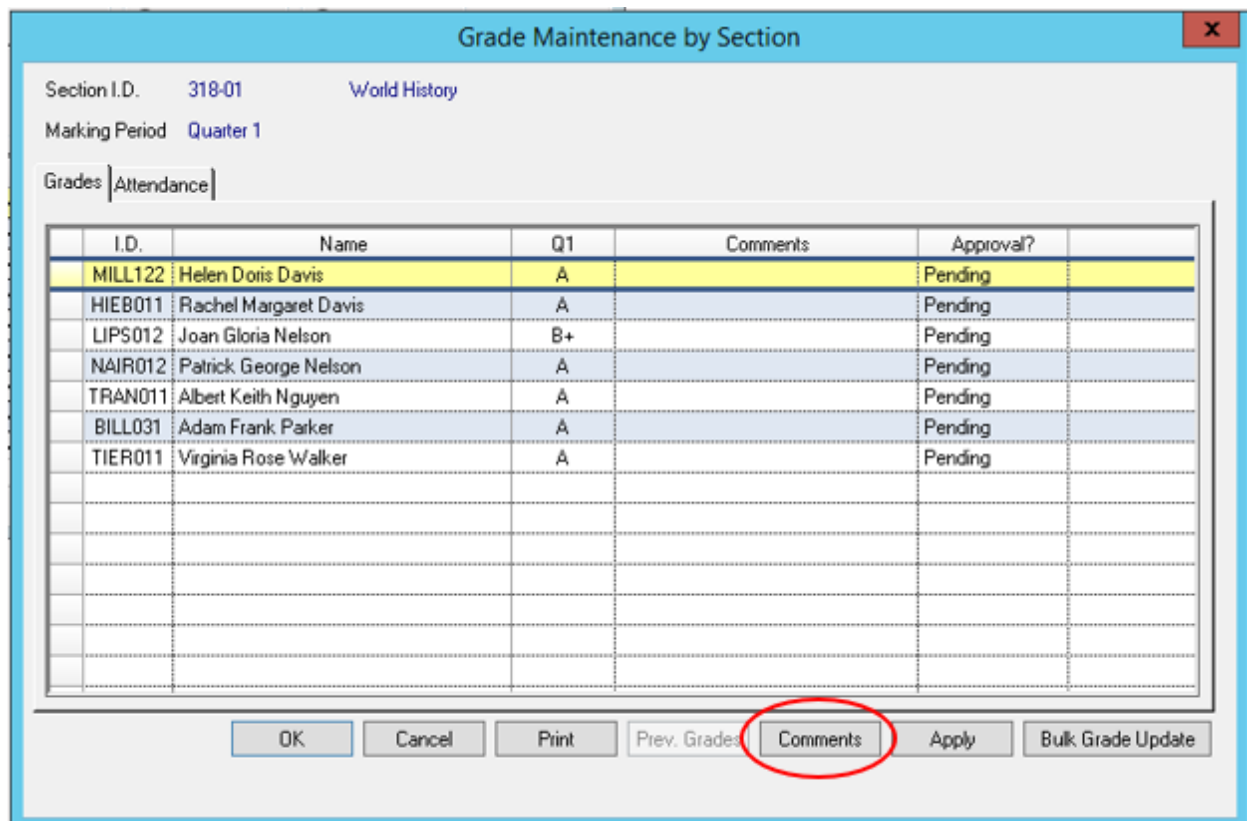
Add Delete

When it comes time to grade a student, the user will now be able to see the new Group as a Comment option.

For example, in Registrar, go to Grading>By Section:



Open the Section that was just edit to add the new Group Comment Category, select a student and click on the Comments button,:



Go to the Categories tab. The chosen Category (ies) defined in the Course will display, and the Value drop list will provide the "scale" that was entered in the Misc Grade tab:

