

ipr_comments_body

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ipr_comments_body i

☐ Select the course:

Course-Section Select the course-section or group to enter IPR comments and notes for.







☐ Click **Retrieve**.

The students in the course-section or group are displayed.

Students are sorted by last name, unless you have specified a custom sort order on [Settings > Arrange Student Order](#).

The columns can be re-sorted.

The columns can be sorted according to your preferences.

- An up arrow  indicates the column and order by which the table is currently sorted.
- If a column can be sorted, a sort box  is displayed in the column heading.
- To resort the list by another column heading, click  in the column heading. The column is sorted in ascending order, as indicated by  in the column heading.
- To sort the column in descending order, click  again. The sort arrow changes direction .

If you sort by the last name column, the table sorts by last name, then first name. If you sort by the first name column, the table sorts by first name, then last name.

NOTE: Sorting the columns overrides the custom sort order established on the Arrange Student Order page. However, if you leave this page and return, the students are displayed in your custom sort order. (This does not apply on the Post/View Attendance page.)

Student ID	The student's ID is displayed. Click the student ID to view the student's profile .
Average	The student's working cycle average is displayed. For more information on calculating averages, view the online Help for Weighting Type on Settings > Administer Categories .

Save data and print IPRs:

PIN Type your four-digit personal identification number (PIN).

☐ Click **Save**.

If your changes were saved successfully, the page reloads, and a message is displayed indicating that the grades were saved successfully.

To print IPRs for the selected students, go to [Grades > Print IPR](#). Follow the instructions provided in the online Help for the page.