




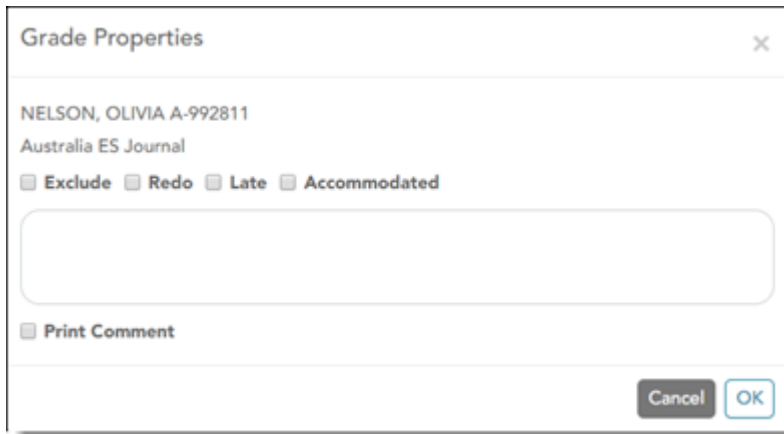
# assignment\_grade\_properties



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Next the grade field, click  to open the Grade Properties window where you can add comments or indicators (e.g., excluded, late, re-do, or accommodated) associated with an assignment.



The image shows a 'Grade Properties' dialog box. At the top, it says 'Grade Properties' with a close button (X). Below that, the student's name 'NELSON, OLIVIA A-992811' and the assignment name 'Australia ES Journal' are displayed. There are four checkboxes: 'Exclude', 'Redo', 'Late', and 'Accommodated'. Below these is a large text input field for comments. At the bottom left, there is a 'Print Comment' checkbox. At the bottom right, there are 'Cancel' and 'OK' buttons.

Enter comments and/or select the appropriate indicator(s).

If there is no grade for the assignment, it cannot be marked as late or re-do.

The  icon is displayed if the assignment grade is excluded (e.g., for a transfer student). The grade will continue to be displayed in the field.





<b>Print comment</b>	Select if you want the indicators and/or comments to print on the student's IPR and display to parents in ParentPortal.
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Click **OK** to close the window.





**WARNING:** Your comments and/or selections are not actually saved until you type your PIN and click **Save** to save all data on the Assignment Grades page.

The following icons are displayed in the grade fields according to the comments and/or indicators entered:

Indicators:

-  - Excluded
-  - Late (not excluded)
-  - Re-do (not excluded)
-  - Accommodated

Notes:

-  - Excluded with comments
-  - Late or re-do with comments
-  - Comments only
-  - No comments

**NOTE:** If an assignment is excluded for a student, and you have entered a number in the **# Drop** field on [Settings > Manage Categories](#) (indicating that you want to drop a specified number of assignments for a category), the assignment grade does not count toward the number that will be dropped. Only non-excluded grades are dropped.



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