



ipr_comments_body

Table of Contents

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.](#)

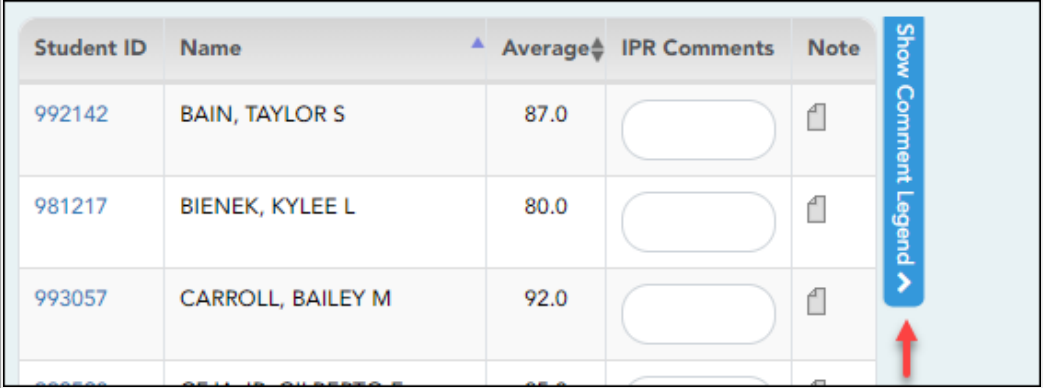
The columns can be sorted according to your preferences.

- 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 .

<p>IPR Comments</p>	<p>Type up to five one-character comment codes to specify the comments you want to print on the IPR (e.g., "Conference requested").</p> <p>Show/Hide Comment Legend (located below the grid) Click to view a list of valid IPR comment codes and descriptions. These codes are created in the Student system. NOTE: If a description exists in Spanish, the Spanish description is displayed below the English description. If the student's report card is generated in Spanish, and a Spanish comment exists, the Spanish comment is printed on the report card. If a Spanish comment does not exist, the English comment is printed on the report card. These codes and descriptions are maintained at the campus level.</p>  <table border="1"> <thead> <tr> <th>Student ID</th> <th>Name</th> <th>Average</th> <th>IPR Comments</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td>992142</td> <td>BAIN, TAYLOR S</td> <td>87.0</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>981217</td> <td>BIENEK, KYLEE L</td> <td>80.0</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>993057</td> <td>CARROLL, BAILEY M</td> <td>92.0</td> <td><input type="text"/></td> <td></td> </tr> </tbody> </table>	Student ID	Name	Average	IPR Comments	Note	992142	BAIN, TAYLOR S	87.0	<input type="text"/>		981217	BIENEK, KYLEE L	80.0	<input type="text"/>		993057	CARROLL, BAILEY M	92.0	<input type="text"/>	
Student ID	Name	Average	IPR Comments	Note																	
992142	BAIN, TAYLOR S	87.0	<input type="text"/>																		
981217	BIENEK, KYLEE L	80.0	<input type="text"/>																		
993057	CARROLL, BAILEY M	92.0	<input type="text"/>																		
<p>Note</p>	<p>Click to enter notes about the student that will appear on the printed IPR. Click Ok to save the note, or click Clear to clear the note. If a note is entered for the student, the yellow note icon is displayed. NOTE: Your comments and notes are not actually saved until you type your PIN and click Save. When you click Ok, it only saves your notes until you save all data on the page.</p>																				

<p>Clear All IPR Comments</p>	<p>Click to clear all comments for all displayed students. Notes are not cleared. NOTE: Your comments are not actually cleared until you enter your PIN and click Save.</p>
--------------------------------------	--

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.



Back Cover