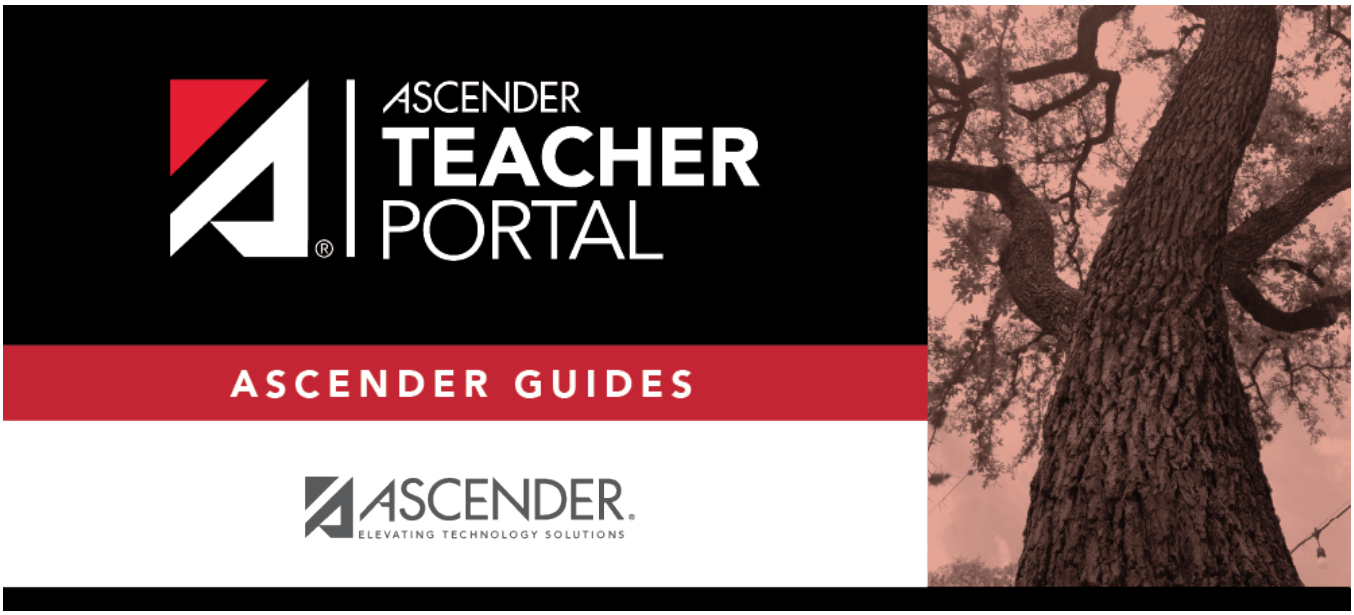

IPR Comments

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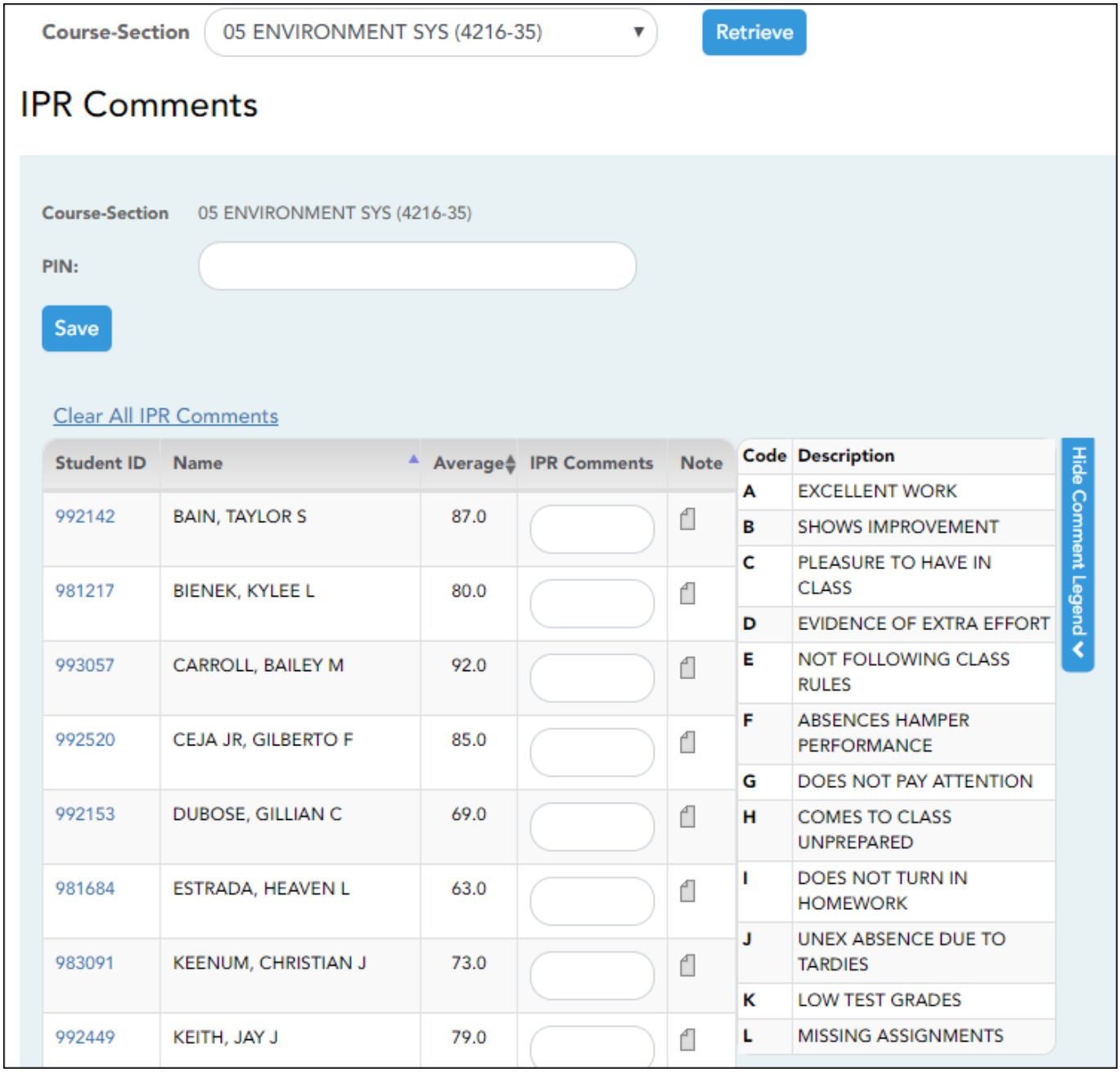
IPR Comments 1

IPR Comments

Grades > IPR Comments

This page allows you to enter IPR comments and notes that will be displayed on the printed IPRs.

- IPR comments are codes for preset descriptions that apply to all course-sections for the student.
- IPR notes are free-text notes that apply only to the student for the selected course-section.
- IPR comments also appear on any IPRs generated by the campus.



Update data:

❑ 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.

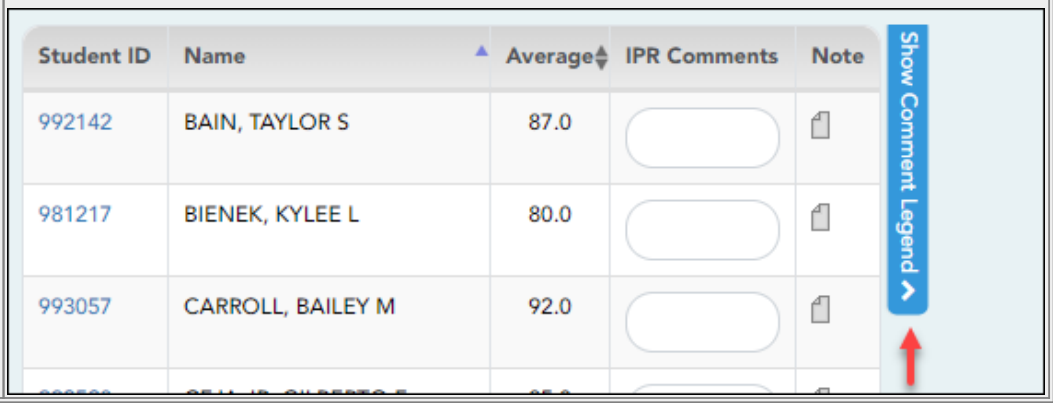
- An up arrow ▲ indicates the column and order by which the table is currently sorted.
- If a column can be sorted, a sort box ⇕ is displayed in the column heading.
- To resort the list by another column heading, click ⇕ in the column heading. The column is sorted in ascending order, as indicated by ▲ 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 > Manage Categories.

IPR Comments	Type up to five one-character comment codes to specify the comments you want to print on the IPR (e.g., “Conference requested”).
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.



Note	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.

Clear All IPR Comments	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**.

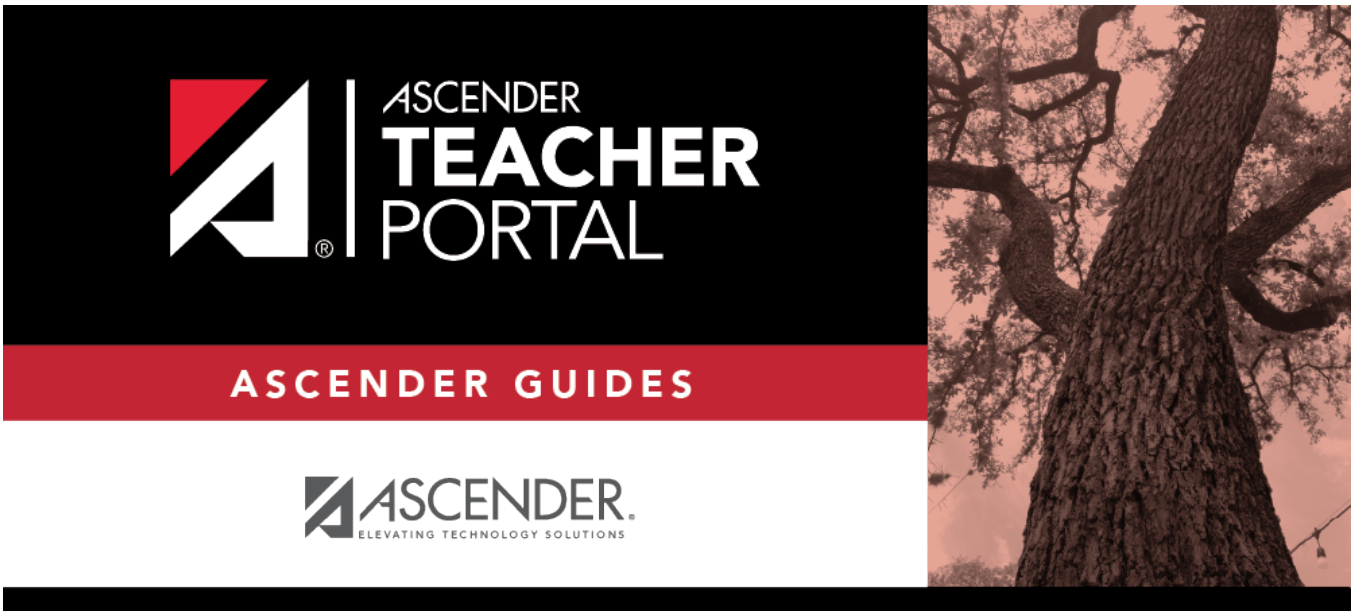
Save data:

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.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TEACHER
PORTAL
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