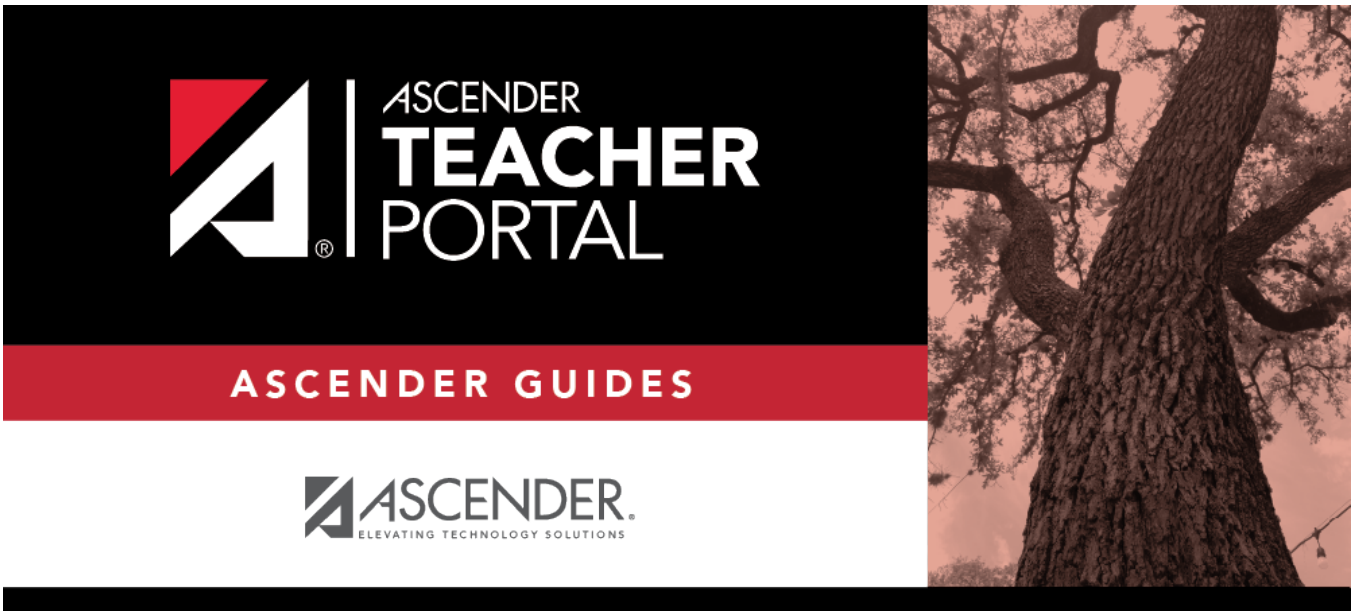

Student Notes

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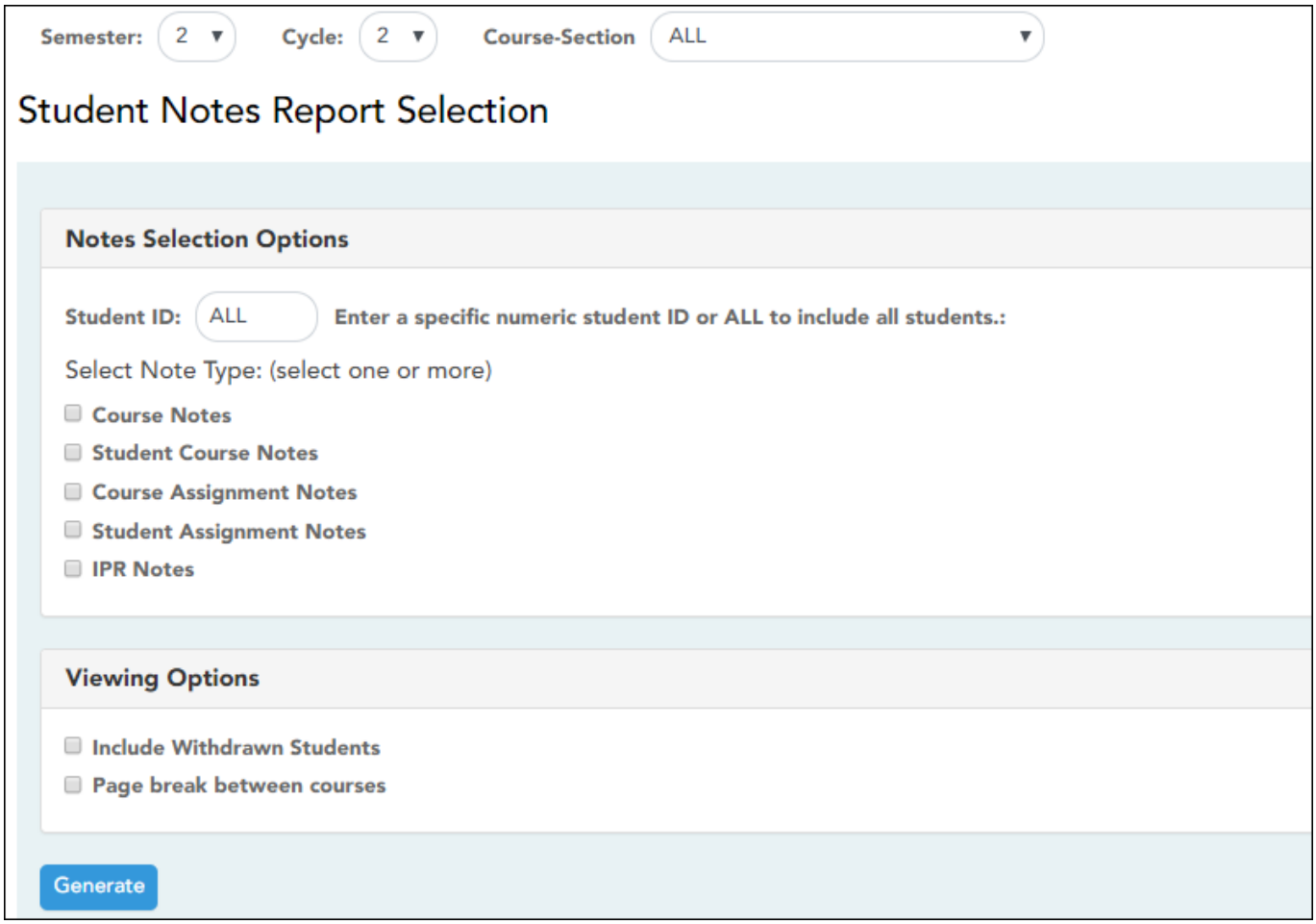
Student Notes Report 1

Student Notes Report

Reports > Student Notes

This report displays any of the following notes for one or all courses, and for one or all students.

- **Course Notes:** Notes entered in the **Course Notes** field on Settings > Manage Courses. These are comments and notes entered by teachers about their courses, such as reminders, announcements, and other course-specific information. These notes are displayed to parents in ParentPortal.
- **Student Course Notes:** Notes entered by clicking the note icon next to the student's name on Grades > Assignment Grades. These are course-specific notes entered by teachers about the student, and the notes are associated with specific categories. These notes are note displayed to parents in ParentPortal.
- **Course Assignment Notes:** Notes entered in the **Notes** field on Settings > Manage Assignments. These are notes entered by teachers about their assignments. The notes are displayed to parents in ParentPortal.
- **Student Assignment Notes:** Notes entered by clicking the note icon next to the student's assignment grade on Grades > Assignment Grades. These are assignment-specific notes entered by teachers about the student. The teacher has the option to display the note to parents in ParentPortal.
- **IPR Notes:** Notes entered in the **Note** field on Grades > IPR Comments. These are student-specific notes entered by the teacher about the student relative to the IPR. These notes are printed on the IPR that is distributed to parents.



Generate the report:

❑ Specify report options:

Semester	The current semester is displayed. You can select a different semester. The selected semester affects the courses listed in the **Course-Section** drop-down list, but it does not affect the notes displayed; the notes are not semester-specific. For example, for a two-semester course, the notes are displayed for the entire year.
Cycle	The current cycle is displayed. You can select a different cycle.
Course-Section	Select the course-section for which to print the report. Or, select *ALL* to produce the report for all of your course-sections. The drop down lists the two-digit period and course name. The course number and section number are in parentheses.

❑ Under **Notes Selection Options:**

Student ID	Begin typing the student's ID. As you begin typing the ID, a drop-down list displays students whose student ID matches the numbers you have typed. From the drop-down list, select a student.

Select Note Type	Select one or more note types to be printed. The descriptions for each note type are listed above. If you select **Student Course Notes**, the following fields appear:

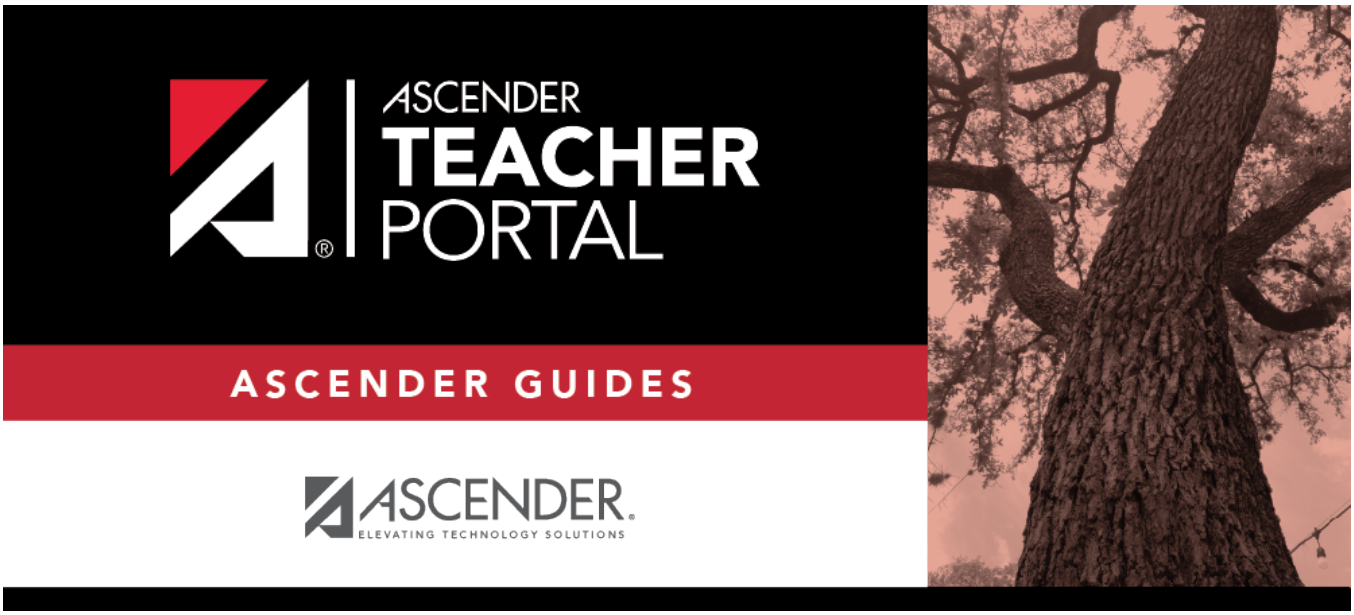
Note Category	Select the category of notes you want to view. Or, select *ALL* to include all categories.
Notes Created By	Select a user name to see only notes entered by that user. Or, select *ALL* to include notes from all users.
Sort Order	Indicate if you want these notes sorted by note category or user name on the report.

❑ Under **Viewing Options**:

Include withdrawn students	Withdrawn students are not automatically included. Select the field to include withdrawn students in the report.
Page break between courses	Select to print one course per page. Otherwise, the data will print continuously.

❑ Click **Generate**.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.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