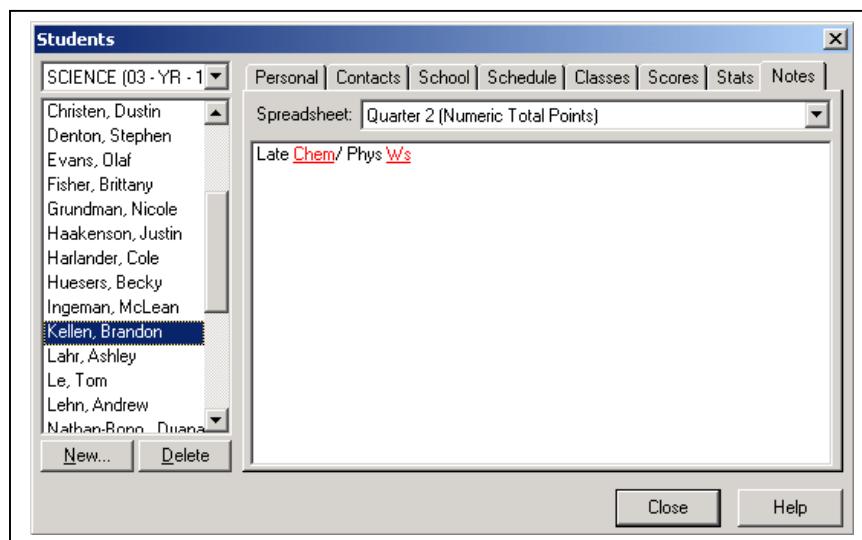


Adding Notes to Individual Progress Reports North Jr. High

1. With your Integrate Gradebook open, double-click on the student whose name you want to add a note.
2. Click on the “Notes” tab on the right hand side of the screen.
3. Add your comments in the box.



4. Students with notes will have a backward shaped “L” in the lower right corner of the cell on the gradebook spreadsheet.