

# Jupiter FAQ's for progress reports

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## **How do I add comments for my students?**

From the “Grades” tab select “Student”. Below the list of assignments for each student and below 1<sup>st</sup> Quarter Total you’ll see a large rectangle where you can add free-form comments. You can also select from a list of checkboxes of customized comments. *Make sure the drop-down menu says “Comments for Report Card” before adding comments. If “Notes for You Only” or “Notes for Staff Only” is displayed, those comments will not appear on the report card.*

## **Can I customize my own comments that I want to appear for all my classes?**

Yes. Below the last comment is a link called “Customize”. You can change or delete the existing default comments that came with Jupiter and add your own. When you are done adding your own customized comments, click “Done”.

## **What will actually appear on the progress report?**

Any comments you add in the rectangle will appear on the progress report under your name and subject. The current grade the student has achieved your class will also appear, which is why it’s important that teachers are current on graded assignments by the progress report deadline, which is Friday, October 12<sup>th</sup>. Comments added to the small comment box next to each assignments do not appear on the progress report; they only appear on the grade reports, which we don’t generate.

## **When will progress reports be generated?**

Progress reports will be generated on Friday, October 12<sup>th</sup> at 8:00 PM. Comments added after that time will not appear on the progress reports.