

## **Using Footnotes in the Gradebook**

A footnote is a letter code that you can attach to a mark that doesn't affect the student 'mark.' For example, a teacher can use this to track late assignments.

## Part 1 – Creating Footnotes

- 1. Click the **Tools** top tab
- 2. Click the Footnotes side tab. Your screen should look like this:

Pages	My Info	Student	Attendance	Gradebook	Planner	Assessment	PD	Tools
Options	Repor	ts He	lp			Search or	n Code	9
Footnotes								
					0 of 0 se	lected Ø		
Grade Sca	Code			Description				
Special C	odes				No matc	hing records		
Comment	s							
Footnote Details	es							
3.	Click	Options	s. then Ad	d				
Options		-	· <b>,</b>					
Add								
Delete								
Modify L	ist							
Show Se	elected							
Omit Se	lected							
New	Grade	book F	ootnote					
Save	Cancel							
Code				Type up to 2 lette	rs here. RECO	MMEND using capit	al letters	
Descrip	otion		Type descript	tion of code here				
								_
Save	Cancel							
企								
Click h	ere when dor	e						
		-						
· <b>L</b>		For examp	le					
Save	Cancel							
Code		L						
Descript	ion	Late						

Save Cancel

4. Click the Footnotes Side Tab to see the list of footnotes

0 of 2 selected 🥖

Code	Description
AD	Adapted Assignment
L	Late

# SD73 (KAMLOOPS/THOMPSON)



## **Using Footnotes in the Gradebook**

# Part 2 – Adding Footnotes to assignments

- 1. Click into the gradebook (Gradebook Top Tab, Scores side tab) for a particular course
- 2. Click the cell that you want to add the footnote to.

NHI	NHI	3	8	5	4
Exc	15	3	10.5	NHI	11 📮
NHI	11		NHI	5	13 📮
Exc	17	4	10.5		15
7	16		NHI	NHI	
7	12	5	9.5	5	9 🗘
NHI	17	5	10	5	8
8	11	5	7	5	7
Exc	16	5	14.5	5	17
8	9	1	9	NHI	10
8	13	3	9		15

3. Hit [Ctrl] + N to bring up a pick list of footnotes.

	Code	Description					
۲	AD	Adapted Assignment					
0	L	Late					
OK Cancel							
<u></u>							
Cli	ck here						
-							

#### Notes:

- 1. You can only have one footnote per cell.
- 2. Footnotes do not appear in the printed progress report

# 3. Footnotes do not appear in the Parent/Student Portal

NH 🗘		3	8	5	4
Exc	15	3	10.5	NHI	11 📮
NHI	11		NHI	5	13 📮
Exc	17	4	10.5		15
7	16		NHI	NHI	
7	12	5	9.5	5	9 <sub>L</sub>
NHI	17	5	10	5	8
8	11	5	7	5	7
Exc	16	5	14.5	5	17
8	9	1	9	NHI	10
8	13	3	9		15



## **Using Footnotes in the Gradebook**

# Part 3 – Removing Footnotes

- **Note**: This process DOES NOT WORK IN CHROME because the keying sequence is used for something else. 1. Click into the gradebook (**Gradebook** Top Tab, **Scores** side tab) for a particular course
  - 2. Click the cell that you want to remove the footnote from

	NHI	NHI	3	8	5	4		
	Exc	15	3	10.5	NHI	11 📮		
	NHI	11		NHI	5	13 🤤		
	Exc	17	4	10.5		15		
	7	16		NHI	NHI			
	7	12	5	9.5	5	9 🖓		
	NHI	17	5	10	5	8		
	8	11	5	7	5	7		
	Exc	16	5	14.5	5	17		
	8	9	1	9	NHI	10		
1	8	13	3	9		15		

3. Hit [Ctrl] + [Shift] + N to bring up a pick list of footnotes.