

## Entering Free Form Comments Grade 1-2

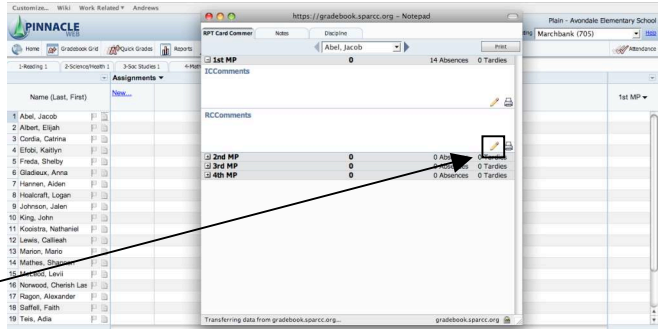
1. Open your Pinnacle grade book.
2. Open Grade Book Grid.
3. Go to your Home Room tab.



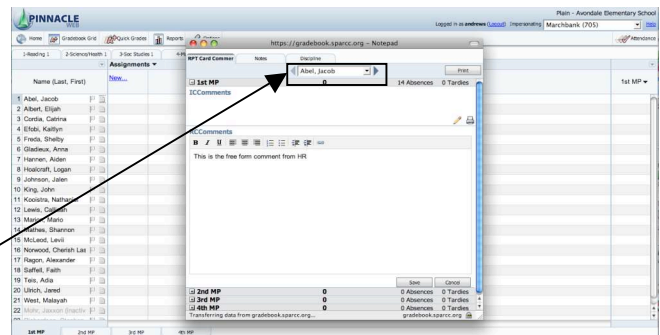
4. Click on the notebook paper icon next to the student's name.



5. The Notepad window will appear in the center of your screen.
6. RPT Card Comment tab should already be selected.
7. The current MP (Marking Period) will be open.
8. DO NOT enter comments in the ICCComments window.
9. Go to RCCComments and click on the pencil.



10. Type your comment in the RCCComments window that appears with some editing features.
11. **You MUST click SAVE after EACH student's comment.**
12. You will use the name window to move to other students.
  - Click the triangles on the left or right of the student's name to move to the previous or next student.
  - Click on the triangle next to the student's name to select a student from your class.



13. When you are finished, please go back through each student to confirm you entered a comment and SAVED it. Then click on the red dot in the upper left hand corner to close this window.