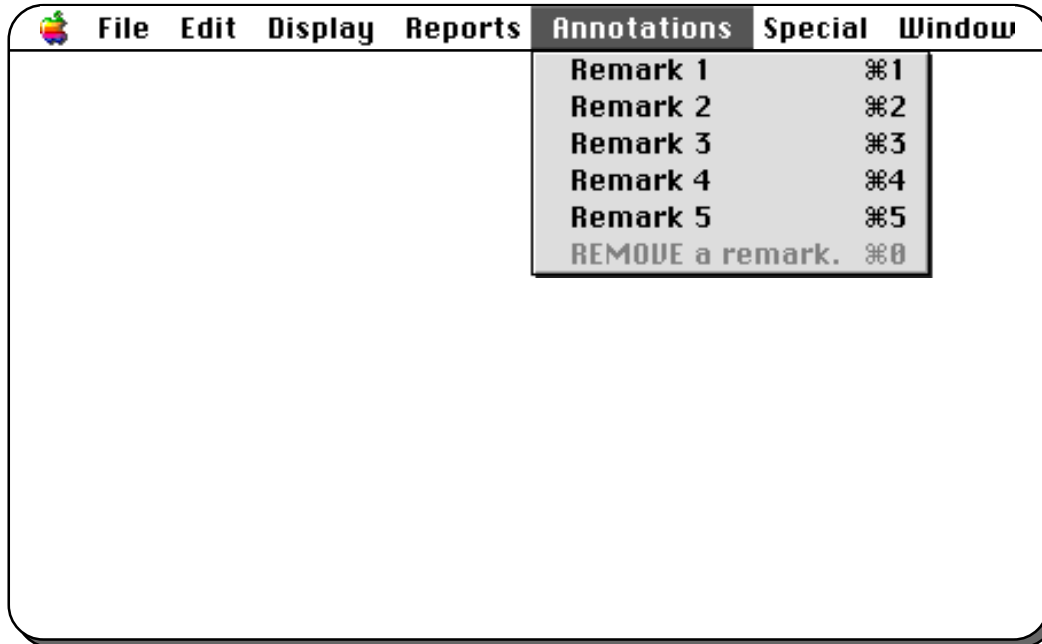


Score Annotations



As you can tell from its prominent placement in the main menu bar, we consider **Score Annotations** an extremely important element of the *Grade Busters Mac* gradebook. You've already seen these five remarks in the **Class Set Up** portion of the documentation, but if your menu looks like the one above and you'd like to utilize the feature now, go to the **Edit > Set Up Info > CLASS information > Score Annotations** submenu and enter your comments. (For your convenience we have placed the same function in the **Special** menu under the title of **Compose score annotations**.) Or you can slide the thumb tab on the bottom gradebook scroll bar to the far right and then click on any of the displayed comment lines. **Note:** Do *not* forget the **Import** button when you access this function—it can save considerable time if you've ever recorded annotations for another class.

Sample Gradebook																				
ASSIGNMENT NUMBERS----->										27	28	29	30	31	32	33	34	35	36	CURRENT
ASSIGNMENT CATEGORIES->										LIT	PAR	SPL	QFT	ORL	LIT	LIT	WRT	QFT		STUDENT
ASSIGNMENT VALUES----->										58	25	30	182	50	100	✓	100	200		TOTALS
1	Archer, Dennis E.	44	25	23	121	DRP	76	✓	B-	02	76.4=C									
2	Bowles, Charles A.	02		20	108	30	70	✓	C	120	61.5=D									
3	Chancellor, James L.	42	DRP	23	168	40	86	✓+	C+	164	86.0=B									
4	Dickerson Michael R.	35	25	27	156	45	78	✓	B	120	82.6=B									
5	Garcia, Eugene F.	24	25	29	107	40	72	✓	B-	164	75.7=C									
6	Glenn, Helen B.	EXC	EXC	29	164	DRP	86	✓+	A	172	90.9=A-									
7	Gray, Kathleen R.	39	25	30	08	35	72	✓	C+	02	70.5=C-									
8	Howard, Stacey E.	DRP		18	152	40	80	✓	B+	156	78.5=C+									

ASSIGNMENT TITLES				POINTS	ITEMS	X-FACTORS
33	LORD OF THE FLIES: The Movie	[10/26-27]	✓	0	1.000	
34	COMPOSITION 1: The Nature of Man	[10/28]		100	1.000	
35	QUARTER 1: Spelling Final Test	[10/28]		200	2.000	

OK, so how do you append a comment to a student's score? Choose the appropriate score by clicking it, select **Annotations** in the main menu, slide down to the correct comment, and let go. (Or just type the appropriate "hot key" equivalent, **Command + 0-5**—it's much faster.) You'll then see a small black box in the upper left corner of the cell, indicating that a comment has been attached thereto. The 72 dots per inch screen resolution of today's monitors won't permit us to display the actual footnote number itself, so if you can't remember *which* remark you appended to a score, select the pull down menu again and a **check mark** will reveal the answer.