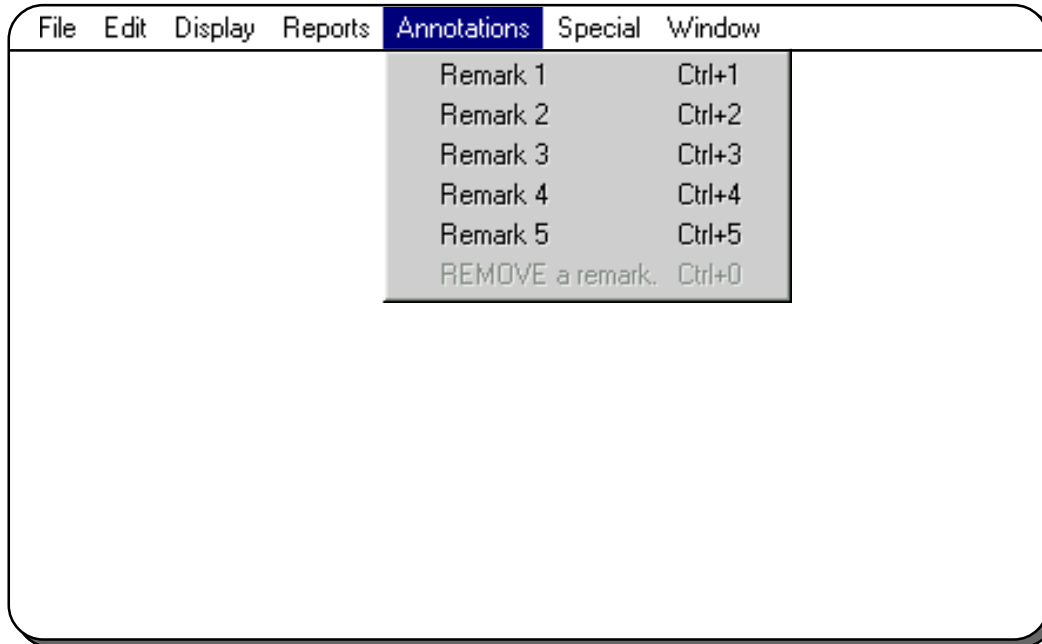


Score Annotations



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 Win* 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.mtg														
ASSIGNMENT NUMBERS---->												CURRENT		
ASSIGNMENT CATEGORIES->												STUDENT		
ASSIGNMENT VALUES---->												TOTALS		
	27	28	29	30	31	32	33	34	35	36				
	LIT	PAR	SPL	QFT	ORL	LIT	WRT	QFT						
1	Archer, Dennis E.	44	25	23	121	DRP	76	✓	B-	92		76.4=C		
2	Bowles, Charles A.	32		20	103	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.	36	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	63	35	72	✓	C+	92		70.5=C-		
8	Howard, Stacey E.	DRP		18	152	40	80	✓	B+	156		78.5=C+		
FIND: <input type="text"/>														
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	100	1.000
35	QUARTER I: Spelling Final Test [10/28]											200	100	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, **Control + 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.