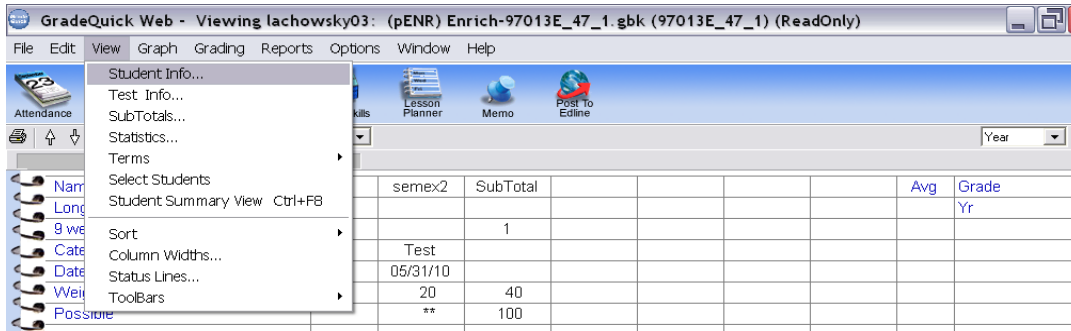


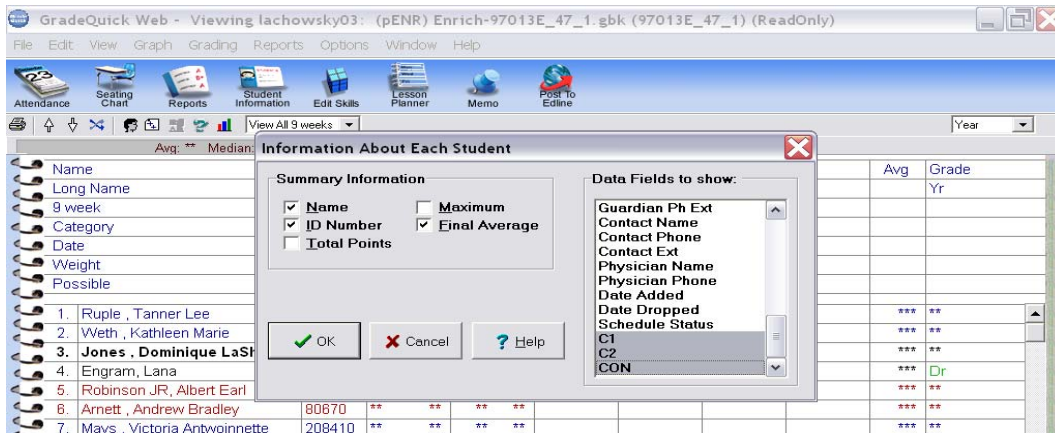
## Adding Comment and Conduct Codes for Grade Export

### To Add COLUMNS for Comments and Conduct:

1. Open GradeQuick. Select the **View Menu** and choose **Student Information**.

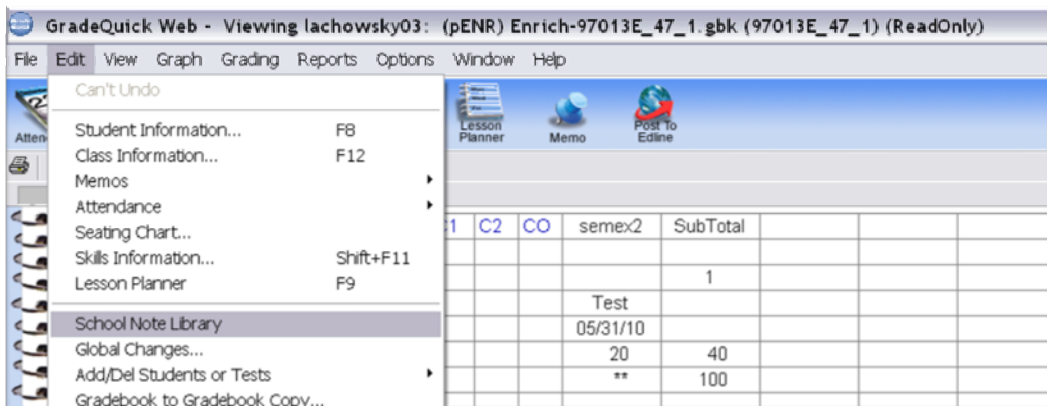


2. The Student information window will open. On the right hand side scroll to the bottom. Highlight **C1**, **C2**, and **CON** as shown below. Click **OK**. The columns for comments and conduct should now be visible.

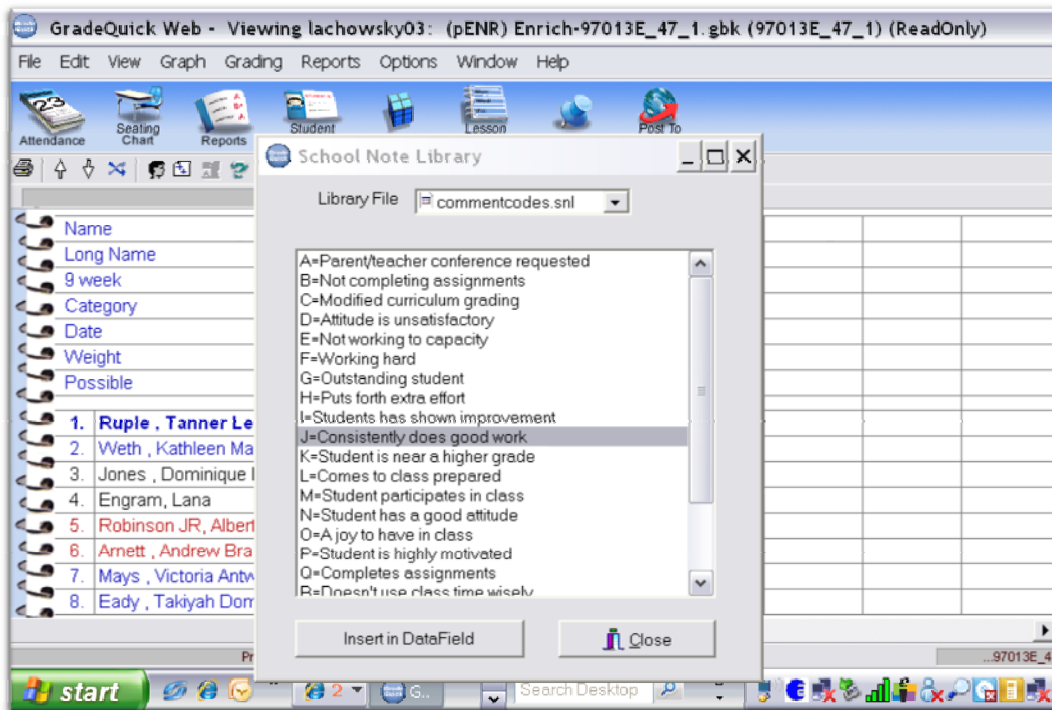


### To Add a COMMENT to Student Records:

1. Select the **C1 or C2** field next to a student name and click the **Edit** menu then choose **School Note Library**.



- A window with the comment codes will appear. **Highlight the code** for the student's conduct and click **Insert in Data Field** and then **click Close**. Your comment code will be displayed next to the student's name. Repeat for all students that you wish to enter comments for.



### To Add a CONDUCT CODE to Student Records:

- Select the **CO** field next to a student name and click the **Edit** menu then choose **School Note Library**. A window with comment codes will appear. You must change to the conduct codes file. Click the down arrow next to Library File and **select Conductcodes.sn1**.
- Highlight the code** for the student's conduct and click **Insert in Data Field** and then **click Close**. The conduct code will be displayed next to the student's name.
- Repeat for all students that you wish to enter comments for.

