



# SENATICAL TRAINING

## COMMENT WRITING

# LOGIN

- SELECT THE “REPORTS TEXTS” TAB

Personal	Teaching groups	Attendance	Lesson plans	Homework	Mark book	Report texts	Text books
Library	Credits	Demerits	Files				

## Report comments - Subject teacher

Year

Teacher

Competitive Housemaster  
Class teacher

Term

Teachinggroup

Validate

Period

Status	Student	Comment	Action
			<a href="#">+</a> <a href="#">++</a>

[Staff members](#) > [Edit staff member](#) > Report comments - Subject teacher

# SELECT SUBJECT

- NB: Make sure the year, period and term are correct

Report comments - Subject teacher

Year  Teacher  [Competitive Housemaster](#)  
[Class teacher](#)

Term  Teachinggroup  [Validate](#)

Period

Status	Comment	Action
		<a href="#">+</a> <a href="#">++</a>

[Staff members](#) > [Edit staff member](#) > Report comments - Subject teacher

# Bulk Edit VS Add

- Bulk edit if for Group or Entire Class
- Add is for Single child

Recommended for class comments if there not ready in Ms Word for copy /paste

Recommended for Club/ Sport were 2 or more coaches are writing the comments

You have view rights to previous comments.

# ADD NEW

Action



Add new

## Add report text

- |                |                                 |
|----------------|---------------------------------|
| Student        | ✓ Chandiwana, Shamiso           |
| Teacher        | Chikorowondo, Kunashe           |
| Teacher        | Chikukwa, Devorgille            |
| Teaching group | Chirume, Ndavonga               |
| Teaching group | Chitsato, Tinodaishe            |
| Comment type   | Chiveso, Munopaishe             |
| Comment type   | Ejara, Hasset                   |
| Year           | Guvamombe, Wadzanai             |
| Year           | Kahonde, Naysa                  |
| Term           | Kapswara, Upendo                |
| Term           | Madzura, Rejoice                |
| Period         | Mahaso, Manuela                 |
| Period         | Makombe, Blessing               |
| Report comment | Makonza, Tinomudaishe           |
| Report comment | Maramba, Nicola                 |
| Report comment | Maringe, Tawananyasha           |
| Report comment | Masaka, Tinotenda               |
| Report comment | Maseva-Shayawabaya, Tanyaradzwa |
| Report comment | Mateta, Antonette               |
| Report comment | Matingo, Michelle               |

Save Cancel

See more

# Bulk Edit

Year

Teacher

Term

Teaching group

Period

Callaghan, Miquela	%:	Effort:	Exam %:	Delete
<div style="border: 1px solid gray; height: 100px;"></div>				
Chandiwana, Shamiso	%:	Effort:	Exam %:	Delete
<div style="border: 1px solid gray; height: 100px;"></div>				
Chigwedere, Donovan (Gabriel)	%:	Effort:	Exam %:	Delete
<div style="border: 1px solid gray; height: 100px;"></div>				
				Delete

# Club/Sport with 2 or more coaches

## Edit teaching group

Grade

Next year

Subject

Group

## Teachers

### Select teachers

Ades, Emily  
Bell, Rachel  
Bertoletti, M. (MB)  
Betani, G.  
Biddlecombe, E.  
Bradnum, Claire  
Cannings, L  
Carlsson, H  
Chawafambira, T  
Chibila, F.  
Chigama, L  
Chigorimbo, J.G.  
Chikukwa, D  
Chimanikire, L.  
Chimhundu, D

Add selected -->

<-- Remove selected

Chivese, S.  
Gabi, S.  
Gwasira, C  
Manhivi, F.  
Nleya, P

Active Teachers (5)

# Add New

## Report comments - Subject teacher

Year

Teacher

[Class teacher](#)

Term

Teachinggroup

[Validate](#)

Period

Status	Student	Comment	A
			 

[?](#) [Staff members](#) > [Edit staff member](#) > Report comments - Subject teacher



## Add report text

Student	✓ Chandiwana, Shamiso
Teacher	Chikorowondo, Kunashe
Teaching group	Chikukwa, Devorgille
Comment type	Chirume, Ndavonga
	Chitsato, Tinodaishe
	Chiveso, Munopaishe
	Ejara, Hasset
Year	Guvamombe, Wadzanai
	Kahonde, Naysa
Term	Kapswara, Upendo
	Madzura, Rejoice
Period	Mahaso, Manuela
	Makombe, Blessing
Report comment	Makonza, Tinomudaishe
	Maramba, Nicola
	Maringe, Tawananyasha
	Masaka, Tinotenda
	Maseva-Shayawabaya, Tanyaradzwa
	Mateta, Antonette
	Matingo, Michelle

Save Cancel

See more

[Staff members](#) > [Edit staff member](#) > [Report comments - Subject teacher](#) > Add report text

# Bulk Edit can be used when

- One coach will write comments for the entire group
- One coach is responsible solely for the group
- When other coaches have provided comments to one coach to copy & paste

# GENERAL COMMENT

Personal	Teaching groups	Attendance	Lesson plans	Homework	Mark book	Report texts	Text books
Library	Credits	Demerits	Files				

## Report comments - Subject teacher

Year  Teacher  ~~Competitive Housemaster~~  
Term  Teachinggroup  Class teacher  
Period  [Validate](#)

Status	Student	Comment	Action
			<a href="#">+</a> <a href="#">++</a>

[?](#) [Staff members](#) > [Edit staff member](#) > Report comments - Subject teacher

# PLEASE NOTE

THE ICT DEPARTEMENT WILL NOT DELETE ANY  
DUPLICATE REPORTS FOR TEACHERS WHO OPT  
TO USE BULK EDIT FOR GROUP COMMENTS

THANK YOU

Any Questions????