

The background of the slide is a textured, aged, light beige paper. On the left side, there is a large, dark ink splatter that spreads outwards, with many smaller, scattered ink droplets and dots across the entire page. The text is centered in the lower half of the page.

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
			+ ++

? [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
		+ ++

[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
	 
<input type="button" value="Add new"/>	

Add report text

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

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

Bulk Edit

Year

Teacher

Term

Teaching group

Period

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

Club/Sport with 2 or more coaches

Edit teaching group

Grade

Subject

Group

Next year

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
	Chirume, Ndavonga
Comment type	Chitsato, Tinodaishe
	Chiveso, Munopaishe
Year	Ejara, Hasset
	Guvamombe, Wadzanai
Term	Kahonde, Naysa
	Kapswara, Upendo
Period	Madzura, Rejoice
	Mahaso, Manuela
Report comment	Makombe, Blessing
	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
			+ ++

? [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????