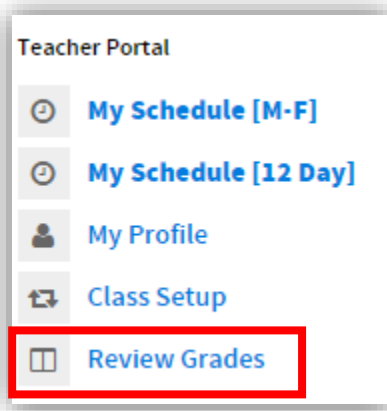


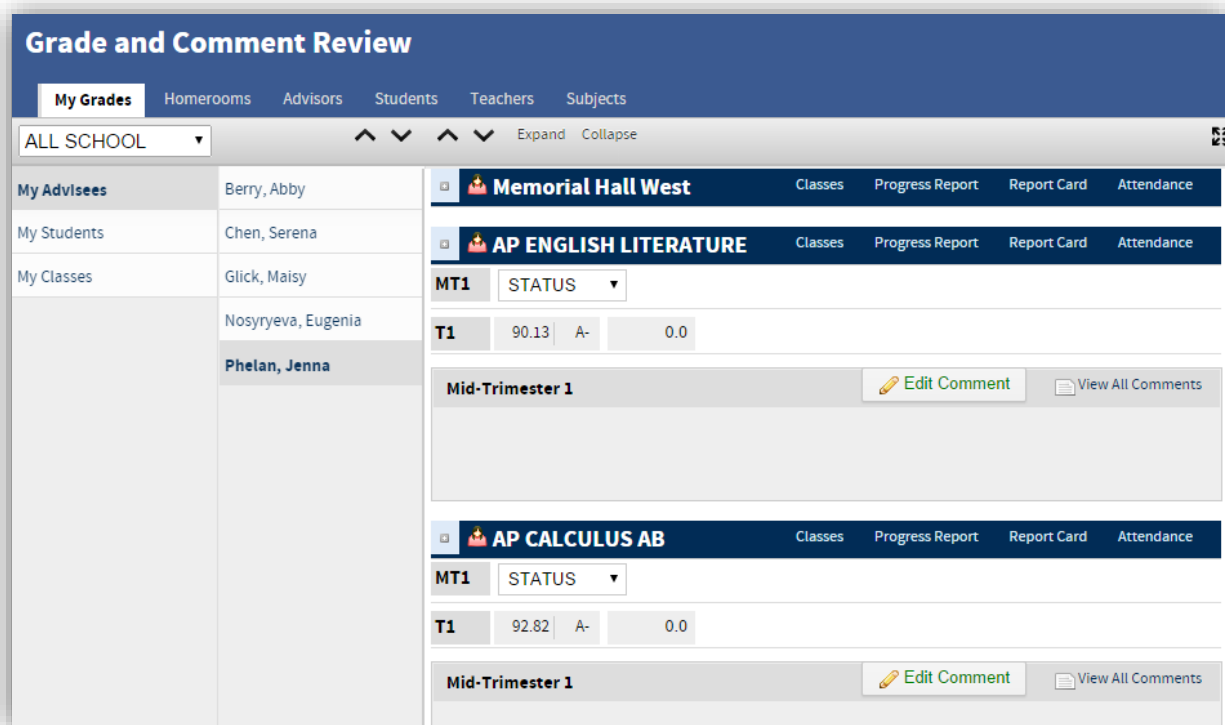
Reviewing Comments in Veracross

For the internal review process of proofreading advisees' comments in the window two days prior to the grade deadline.

1. Log into your teacher portal and click on "Review Grades" in the right-hand column of the homepage.



2. Your view will default to "My Advisees." Click on an advisee to see her grades and comments. Email the comment writer with errors.



The screenshot displays the "Grade and Comment Review" interface. At the top, there is a navigation bar with tabs for "My Grades", "Homerooms", "Advisors", "Students", "Teachers", and "Subjects". Below this is a dropdown menu set to "ALL SCHOOL" and "Expand Collapse" controls. The main content area is divided into three columns. The left column lists "My Advisees" (Berry, Abby), "My Students" (Chen, Serena), and "My Classes" (Glick, Maisy; Nosyryeva, Eugenia; Phelan, Jenna). The middle column shows a list of classes: "Memorial Hall West" and "AP ENGLISH LITERATURE". The right column displays the details for "AP ENGLISH LITERATURE", including a table for "MT1" with columns for "STATUS", "T1", "Score", "Grade", and "0.0". The table shows a score of 90.13 and a grade of A-. Below the table is a "Mid-Trimester 1" section with an "Edit Comment" button and a "View All Comments" link.