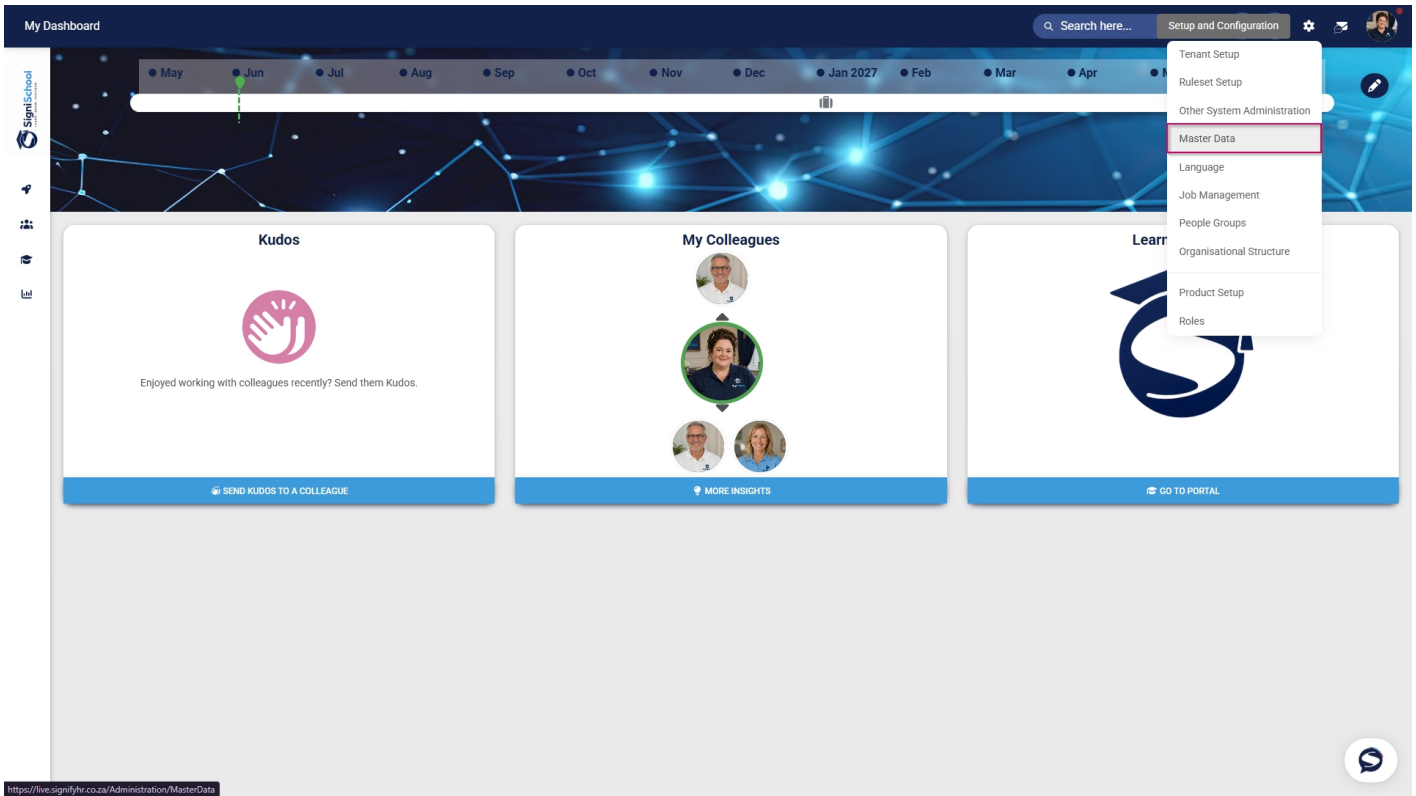


Compile Academic Report Comments

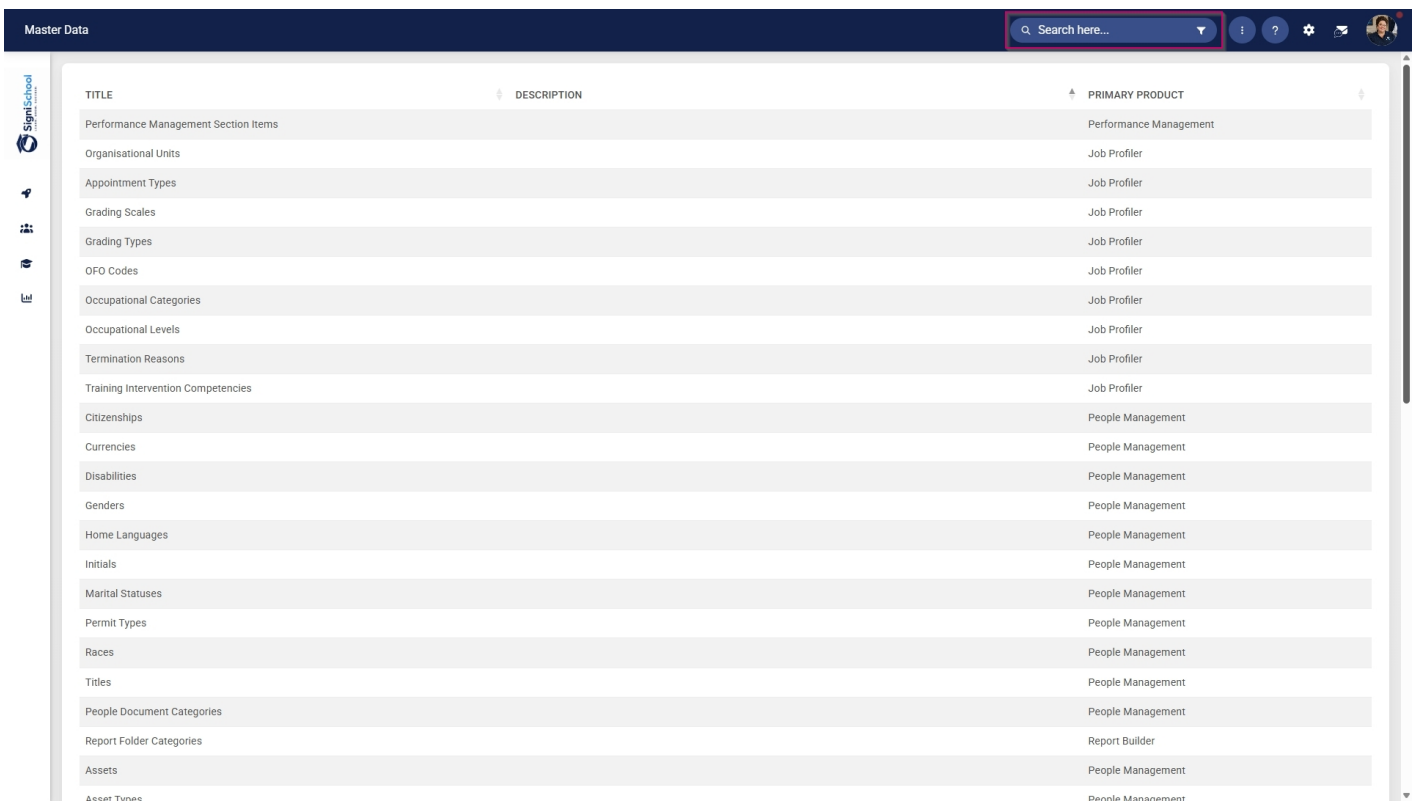
- Click the **gear icon** to access the **Setup and Configuration** menu.

The screenshot displays the SigniSchool dashboard. At the top, there is a dark blue header with 'My Dashboard' on the left, a search bar, and a 'Setup and Configuration' button with a gear icon. Below the header is a navigation bar with months from May to May. The main content area features three cards: 'Kudos' with a hand icon and a 'SEND KUDOS TO A COLLEAGUE' button; 'My Colleagues' with profile pictures and a 'MORE INSIGHTS' button; and 'Learning Portal' with a graduation cap icon and a 'GO TO PORTAL' button. A vertical sidebar on the left contains various navigation icons, and a circular help icon is in the bottom right corner.

- Click **Master Data**.



- The **Master Data Library** lists the categories for which administrators can create master data. Use the **search bar** at the top of the screen to filter the search results by **Learning Management**.



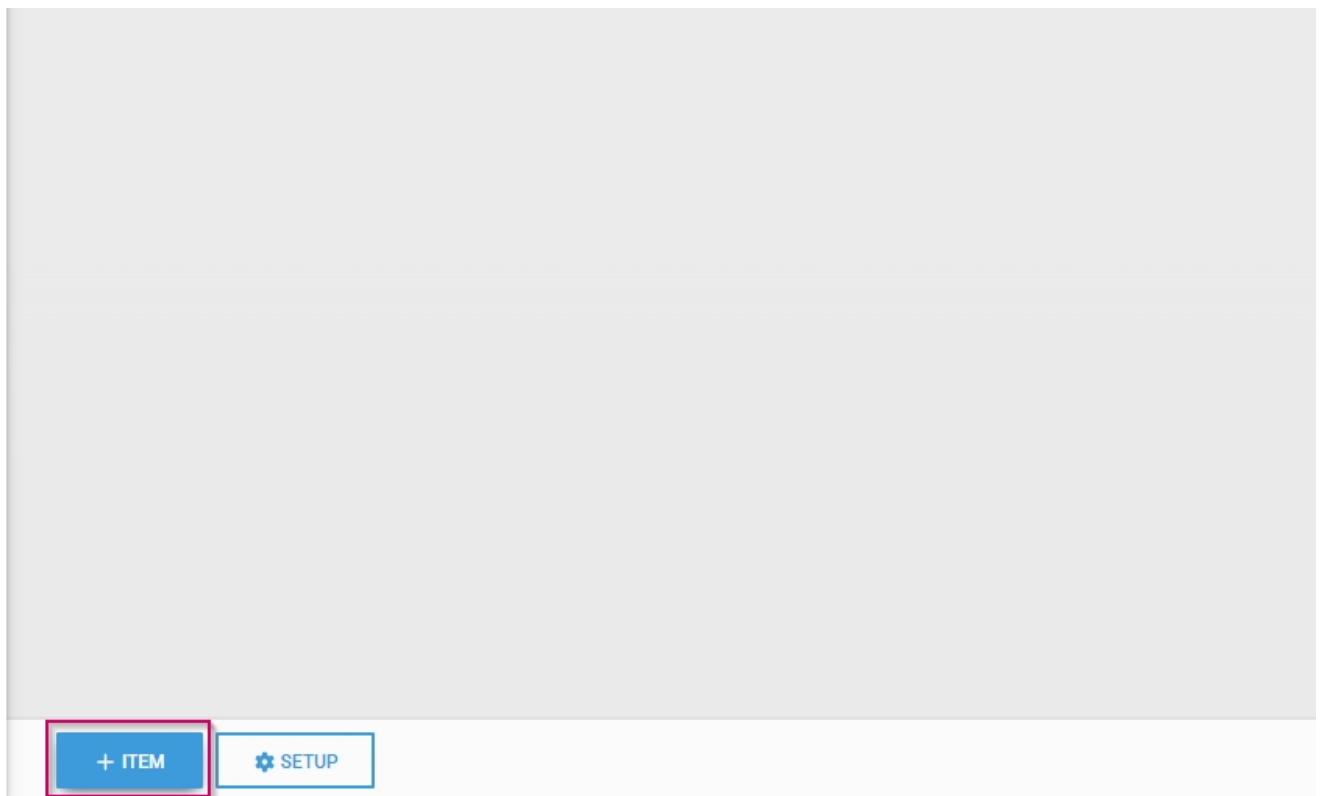
- Click on the **Comments** category to continue.

Master Data

learning management

TITLE	DESCRIPTION	PRIMARY PRODUCT
ClassPeriods		Learning Management
Comments		Learning Management
Comment Categories		Learning Management
Cycles		Learning Management
Grades		Learning Management
Years		Learning Management

- To add a new master data item, click on **+ITEM**.



- From the **drop-down menu**, select the comment category.
- From the **drop-down menu**, select the comment type.
- Enter a comment in the primary language.
- Enter a comment in the secondary language.

- Click **SAVE** when you are finished, **SAVE ADD NEW** to add another master data item or click **CANCEL** to discard your edits.

ADD NEW COMMENT ITEM

Please note that you are creating/editing the stored value of master data directly, and not the translated value.

1 Comment Category *
Female: Personality / Behaviour

2 Comment Type *
Great

3 Primary Comment Text *
... consistently demonstrates exemplary behaviour and serves as a positive role model for others. Her maturity, respect, and positive attitude contribute significantly to a supportive and productive learning environment.

4 Secondary Comment Text *
... toon deurgaans voorbeeldige gedrag en dien as 'n positiewe rolmodel vir ander. Haar volwassenheid, respek en positiewe houding dra beduidend by tot 'n ondersteunende en produktiewe leeromgewing.

CANCEL SAVE ADD NEW SAVE 5

- **Please note: Using an ellipsis (...) serves as a placeholder for the learner's name.**
- Click the **back arrow** to navigate back to the **Master Data Library** once you are finished.



COMMENT CATEGORY	COMMENT TYPE	PRIMARY COMMENT TEXT
Female: Personality / Behaviour	Great	... consistently demonstrates exemplary behaviour and serves as a positive role model for others. Her maturity, respect, and positive attitude contribute significantly to a supportive and productive l...
Female: Personality / Behaviour	Good	... demonstrates positive behaviour and interacts respectfully with others. She approaches her learning with a constructive attitude and contributes positively to the online school community.
Female: Personality / Behaviour	Average	... generally displays acceptable behaviour but is inconsistent in maintaining a positive attitude and level of engagement. With greater focus and maturity, she can make more meaningful contributions ...
Female: Personality / Behaviour	Poor	... often demonstrates behaviour that negatively impacts her learning and engagement. She is encouraged to develop greater self-discipline, responsibility, and respect in her interactions with others.
Female: Academic Performance	Poor	... is experiencing significant academic challenges and is not yet meeting the expected standard in several areas. She is encouraged to dedicate more time to her studies and seek support when needed t...
Female: Academic Performance	Average	... demonstrates a basic understanding of the work but does not consistently perform to her full potential. With increased effort, focus, and consistent application, she can achieve stronger academic ...
Female: Academic Performance	Good	... demonstrates a sound understanding of the curriculum and completes her work to a good standard. She applies herself consistently and produces work that reflects steady academic progress.
Female: Academic Performance	Great	... consistently achieves excellent academic results and demonstrates a thorough understanding of the curriculum. She approaches her studies with dedication and produces work of a consistently high st...



Revision #2

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