

Grade & Comment Review Administration

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As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

Overview

It is common practice at many schools to institute a review process for teachers' grades and comments before they are published to progress reports or report cards. Grades and comments can be reviewed by many different people in the school, such as principals, peers (other teachers), or other staff and administrators. Veracross facilitates this process by providing a space for dialogue between the teacher and their reviewer(s) along with the ability for the reviewer to make edits directly to the grades/comments.

This article outlines the various tools located on the Grade & Comment Review homepage that are available to administrators to help oversee the grade and comment review process.

Learn more about the [workflows](#), [tools and platforms](#) used in the Grade & Comment Review process. Learn more about [configuring Grade & Comment review](#).

Review Administration

The screenshot shows the Grade Review homepage. At the top, there are three main navigation buttons: 'Find Reviews' (with a magnifying glass icon), 'Reviewer Pipeline' (with a list icon), and 'Teacher Summary' (with a grid icon). Below these is a 'Pipeline' section. On the left, there are three expandable menu items: 'Upper School', 'Middle School', and 'Lower School', each with sub-links for 'Reviewer Pipeline', 'Basic Teacher Summary', 'Teacher Summary by Reviewer Type', and 'Curriculum Comments'. On the right, there is a table titled 'Active Review Period Overview' with the following data:

Review Type	Not Ready Reviews	Total In-Process	In-Process Status				Completed	Record Count
			Ready For Review	Next Action Teacher	Next Action Reviewer			
Peer	145	127	120	6	1	1	273	
Admin 1	1715	4	4				1,719	
Admin 2	490	5	2	3		4	499	
SUM	2350	136	126	9	1	5	2,491	

Schools have various processes for reviewing grades and comments. For schools where the responsibility is more distributed, it may be valuable for someone to assume the responsibility of administering the review process. The Grade & Comment Review homepage houses a variety of queries that give a view into the review process as it occurs, valuable insight for the review administrator, as they attempt to guide the process towards completion.

The Grade & Comment Review Homepage and all information contained within is visible to the following Security Roles: All Division Heads (0-3), Registrar, and Faculty_3.

Header Links and Embedded Report

The three reports at the top of the Grade & Comment Review Homepage, and the query embedded right below, answer the questions most commonly asked by Review Administrators.

- **Active Review Period Overview:** This report, embedded on the homepage, is meant as a quick overview of the entire review process for the active review period. Reviews are broken up by type, giving schools with different types, or multiple tiers, of review insight into each type's completion status. Clicking the numbers will drill down to a display of the full list of reviews in that status.
- **Find Reviews:** This query displays all the grade review records that have been created during the current school year. It purposely has few filters and is intended to be used as a search to find a specific review record.

		In-Process Status						
Review Type	Reviewer	Not Ready Reviews	Total In-Process	Ready For Review	Next Action Teacher	Next Action Reviewer	Completed	Record Count
Peer (2 records)								
Peer	Green, Sarah	131	131	205	5	1	1	243
Peer	Jones, Mary	14	16	14	2			30
SUM		145	127	119	7	1	1	273
Admin 1 (1 record)								
Admin 1	Woods, Frank	1715	4	4				1,719
SUM		1715	4	4				1,719
Admin 2 (1 record)								
Admin 2	Johnston, Barry	490	5	2	3		4	499
SUM		490	5	2	3		4	499
SUM		2350	136	125	10	1	5	2,491

- Reviewer Pipeline:** This report answers the question “How are the Reviewers doing?” It is meant to provide insight into which reviewers are lagging behind in the process by breaking down each reviewer’s total reviews into their current statuses.

		Teacher Action Required		Review Pending		Completed	
Teacher	Teacher Submission Outstanding	Teacher Response Needed	Ready For Review	Next Action Reviewer	Review Complete	Record Count	
All, Stan	48					48	
Andrews, Douglas	2					2	
Andrews, Julie	77					77	
Bell, Phil	42					42	
Bird, Peggy	41					41	
Band, Lynn	10					10	
Callahan, Lynn	10					10	
Clark, Steve	27					27	
Cunningham, Carl	152					152	
Daugherty, Rhonda	6					6	
Desai, Jennifer	59					59	
Estes, Diane	26					26	
Fauch, Michelle	142					142	
Good, Marie	44					44	
Good, Mary	80					80	
Green, Sarah	20	5	20		4	49	
Greer, Fred	10					10	
Hager, Linda	23					23	
Haird, Laura	48					48	
Hays, Jill	148					148	
Hays, Rebecca	32					32	
Hilliard, James	29					29	
Hobbs, Colleen	27					27	
House, Nick	59					59	
Hudson, Cindy	60					60	
Johnston, Barry	48					48	
Jones, Mary	131	5	105	1	1	243	
Joseph, Ann	8					8	
SUM		2350	10	125	1	5	2,491

- Teacher Summary:** This report answers the question “How are the Teachers doing?” It is meant to provide insight into which teachers are lagging behind in the process, by breaking down the reviews for each teacher’s students into their current statuses.

Pipeline Section

The Pipeline section of the Grade & Comment Review Homepage includes school-level specific versions of the Reviewer Pipeline and Teacher Summary from above as well as the **Teacher Summary by Reviewer Type** reports. These reports are similar to the basic teacher summary but they break out the reviews by type. This is useful for schools with multiple tiers of review, to see which tier of review certain teachers are stuck on.

Status

The Status section consists of reports that highlight sets of reviews which may have special interest to review administrators, broken out by school level.

- **Unseen Reviews:** Displays all reviews where the reviewer has left a comment but the teacher has not yet seen it.
- **Review Comments from this Cycle:** Displays all review comments in the review active grading period, sorted so that the most recently completed is at the top.
- **Reviews with Back-and-Forth:** Displays all reviews from this year in which the teacher responded to the comments left by the reviewer, sorted by the most recent comment at the top.
- **Reviews for Kids with Academic Concerns:** Displays reviews in which the student has either a major or minor academic concern associated with their grade record, summarized by the student.

Totals

While the Status section contains school level specific reports about the active review period, the totals section has a number of longer-term reports.

	Teacher	Class	Student	Grade Level	Review Type	Reviewer Text	Teacher Text
16-17 (156 records)							
Q1 (1 record)							
	Jones, Mary	HEng1.2: H. English I	Abbott, Sheila	7	Peer	There were a few typos in your comments: preparedness, compreehend and contine. I do think the content is good and wouldn't make any changes to it.	I have corrected the spelling errors. Tha
Q1: SUM							
Q2 (1 record)							
	Jones, Mary	HEng1.2: H. English I	Abbott, Sheila	7	Peer	Consider changing this sentence: "Her comments are well thought out and appropriately comprehend our reading" to "Her comments that she makes during class discussion are well thought out and show that she comprehends the reading material." What about her writing ability has improved? Can you provide more detail here? What are some specific things you have worked on in class? There is no mention of topics you have taught	
Q2: SUM							
SUM							

- **Current Year Summary:** Displays a breakdown of reviews in each status for each grading period of the current year. This may be especially useful for tracking adoption and correct usage of this process by teachers and reviewers over the course of the first year using the system.
- **Current Year Reviewer Comment Totals:** Displays the total number of all comments made by each reviewer in the current school year. This report is designed for schools with a large number of reviewers and is intended to provide insight into which reviewers actually provide feedback for the teachers to whom they are assigned.
- **All-Time Reviewer Comment Totals:** Displays the total number of all comments made by each reviewer over all school years (during which the feature was employed by the school). This gives the same data as the current year report across time.