



## Report Card Comments



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# Rpt Card Comments

**Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Comments**

This tab allows you to set up instructor comments for student report cards and interim progress reports (IPRs). The comments are printed in the **Explanation of Comment Codes Used Below** or **Explicación de Código de Comentario Utilizado Debajo** section of the report card.

## Update data:

Field	Description
Language	Click  to <a href="#">select the language</a> in which the comments will be entered.

Existing data is displayed.

Click **+Add** to add a comment. A blank row is added to the grid. Or, click **+Add 10** to add ten blank rows to the grid.

<b>Grade</b>	Type the numeric course grade to be adjusted.  <b>IMPORTANT:</b> You must enter every numeric grade from the high grade to the lowest grade for the table type. If a gap exists, the student's grade will be calculated as zero if it corresponds to the missing grade.  If the <b>Highest Cycle Grade Allowed</b> field on <a href="#">Maintenance &gt; Tables &gt; Campus Control Options &gt; Ranges &amp; Conversions</a> is set to a value higher than 100, this table must include grades up to the highest grade allowed. Otherwise, a student's grade will be calculated as zero if it is not included in the table.
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**Points** Type either the grade points or numeric grades that correspond to the course grade when determining grade averaging. Enter up to five digits with three whole numbers and two decimal places (e.g., 100.00).

You can use either all grade points or all modified grades, but not a mixture of both.

**Examples:**

Grade Points		Numeric Grades	
Course Grade	Numeric Points	Course Grade	Grade Points
100	5.00	100	105
099	4.90	099	104
098	4.80	098	103
097	4.70	097	102
and so on		and so on	

You can adjust each grade by a different amount.

**Example:**


You could add 10 points for grades 90-100, but only add 7 points for grades 80-89, as follows:


Course Grade	Points	Adjusted Grade
100	10.00	110
99	10.00	109
98	10.00	108
97	10.00	107
96	10.00	106
95	10.00	105
94	10.00	104
93	10.00	103
92	10.00	102
91	10.00	101
90	10.00	100
89	7.00	96
88	7.00	95
and so on		

**NOTE:** If using numeric values, when you run the [Grade Averaging and Class Ranking utility](#), you must set **Process to Grade Point Grade Averaging** in order to use the Grade Average tables that were set up for this purpose.

Click **Save**.

## Other functions and features:


**Delete a row.**

- Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
- Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).



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