



## 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 when the corresponding code is selected for the report card/IPR.

## Update data:

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



If comments exist, they are displayed in the selected language.

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>Code</b>	Type a one-character code for the comment.
<b>Text</b>	Type the comment that corresponds to the code, up to 29 characters.

Click **Save**.

## Other functions and features:

	<p><b>Delete a row.</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
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