



Report Card Comments

Table of Contents

Report Card Comments 1

Report 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:

Language	Click  to select the language 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.


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

To edit comments, type over the existing data.

Click **Save**.



Delete a row.

1. 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.

2. 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).



Back Cover