



## Report Card Comments



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This tab allows you to set up instructor comments for student report cards and interim progress reports (IPRs). Instructors can select from these comment codes in TeacherPortal to assign codes to individual students. The comment descriptions are printed in the **Explanation of Comment Codes Used Below** section of the report card or IPR (or **Explicación de Código de Comentario Utilizado Debajo** if Spanish) when the corresponding code is selected for the report card/IPR.

**Comments should be set up in both English and Spanish.** If a comment code does not have a corresponding Spanish comment, the corresponding English comment will be printed on the Spanish language report.

**It is recommended that these be set up at the beginning of the year and not changed during the year.**

## 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.


<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.

☐ 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).



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