



## Report Card Messages



# Table of Contents

**Report Card Messages** ..... 1




# Report Card Messages

## **Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages**

This tab allows you to set up long administrator messages for report cards and interim progress reports (SGR1160). The messages are printed at the bottom of the report card.

- For two-semester campuses, 20 message lines and 1 failing message line can be printed on the report card.
- For four-semester campuses, 18 message lines and 1 failing message line can be printed.

### **Update data:**

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

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



Click **+Add** to add a message. 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**.

### **Other functions and features:**

	<b>Delete a row.</b>  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 <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> .  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**