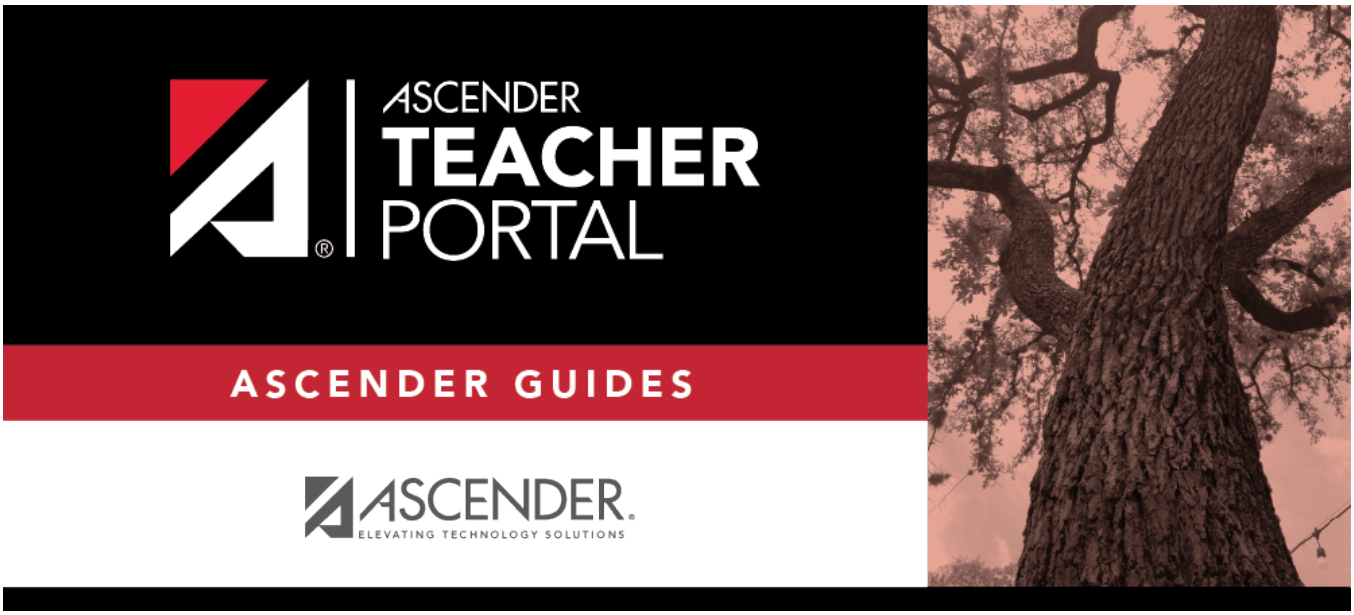

elementaryreportcardstudentcyclenotes

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Elementary Report Card Skillset Student Notes 1

Elementary Report Card Skillset Student Notes

Grades > Elementary Report Cards > Elementary Report Card Student Notes > Skillset Notes

This page allows you to enter skill set-specific notes for individual students that will be printed on the elementary skills-based report cards at the bottom of each skill set section.

Update data:

❑ Select the students for whom you want to enter notes:

Semester	Select the semester for which you want to enter notes.
Cycle	Select the cycle for which you want to enter notes.
Course-Section	Select an elementary skills-based course-section.

❑ Click **Retrieve**.

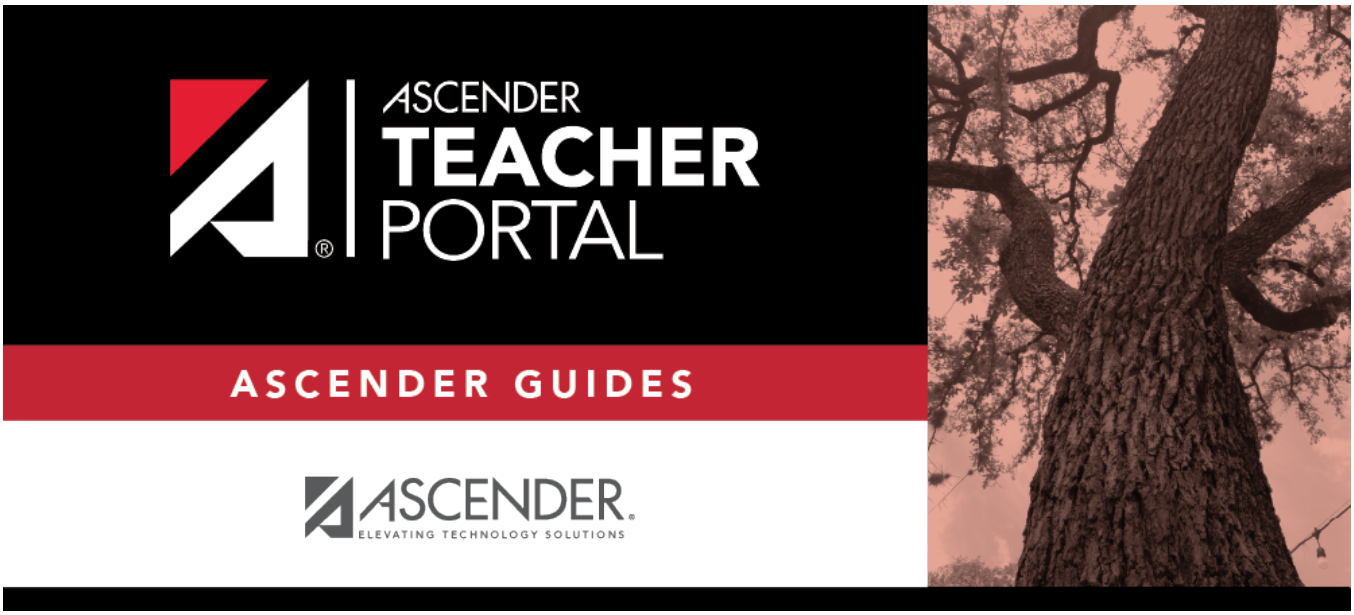
Students in the selected semester, cycle, and course-section are listed along with the Student ID.

Notes	Type any notes you want printed on the student's report card. **Note**: If the space allowed is reduced after you have entered a student note, the previously entered note(s) are shortened to the new limit. For example, if five lines were allowed in cycle 1, and you entered a five-line note, all lines appeared on the cycle 1 report card. If the space allowed is reduced to three lines for cycle 2, you must enter a three-line note for cycle 2. Additionally, the cycle 1 note will be shortened to three lines, which will cause part of the cycle 1 message to be cut off on the cycle 2 report card. ● When you click in the field, the space expands to allow you to view more of the message you are typing. When you click out of the field, the space reverts to displaying only one row of the notes. ● The space allowed for the note depends on the setting of the **Use Fixed-Size Box for Student Note** field on the Admin > Elementary Report Cards > Elementary Skills-Based Report Card Setup - Step 1 page (up to 5 lines with 41 characters per line). If your note exceeds the space allowed, a message is displayed, and the changes cannot be saved. If **Use Fixed-Sized Box for Student Note** is not selected, you are allowed up to 500 characters.

Save data:

PIN	Type your four-digit personal identification number (PIN).

❑ Click **Save**.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