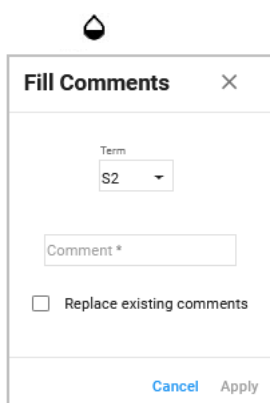


Record comments

First, confirm the correct term is selected. Comments can be inputted at any time in the process as long as it is before the report cards are viewed, printed or emailed out.

Fill identical student comments

If you would like to have the same comment display for all students in the class, use the **Fill** option.



2. Type the desired **Comment**.
3. Select **Replace existing comments** to overwrite any existing comments.
4. Click **Apply**.



Type individual student comments

1. Make sure the correct term is selected (Q1, Q2, Q3, Q4, T1,T2,T3)
2. Click in the **Comments** column for a student and type their individual comment. The **Length** will show automatically how many characters.

Student Name	Length	Comment
1) Albert, Maximilian	0	
2) Angle, Robert	0	
3) Babaux, George	0	
4) Burns, Oliver	0	
5) Broyden, Evelyn	0	
6) French, Mary	0	
7) Howard, Cian	0	
8) Hull, Chloe	0	
9) Kim, Damien	0	
10) Little, Oscar	0	
11) Mason, Francesca	0	
12) Moore, Emery	0	
13) Salisbury, Eloise	0	
14) Schlosser, Gage	0	
15) Shange, Genevieve	0	
16) Tonnous, Vivienne	0	
17) Vitale, Mary	0	

3. Repeat for all students.

