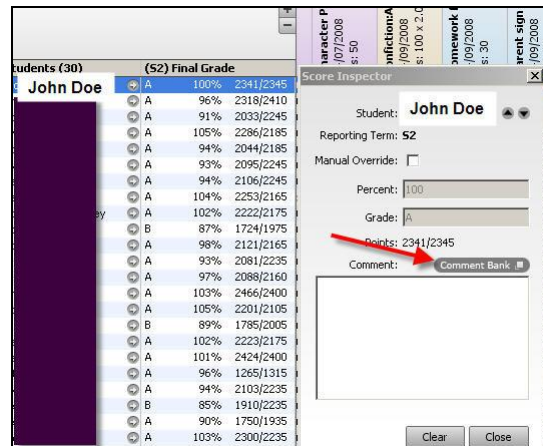


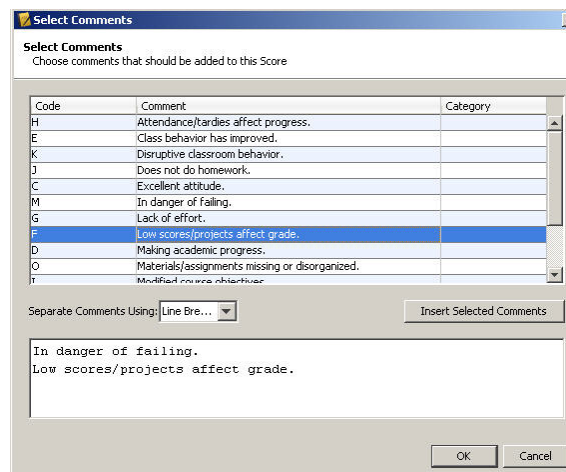
# Report Card Comments

The following instructions outline the procedure for adding comments to report cards.

1. Double clicking a student's final grade will cause the Score Inspector to open. Click on the **Comment Bank** button to add a comment.



2. Double click on the comment(s) you wish to add to the student's report card. The comment you double click will appear below the comment bank. Simply delete the text to remove that comment.



3. Click OK when you're done. You may not enter more than **three** comments.
4. You may access a printable copy of the comments in the Comment Bank by going to the Tech webpage.
5. Once you click OK, you will end up back at the Scoresheet with the Score Inspector open. The comments you added will appear at the bottom of the Score Inspector. You may use the down or up arrow to open another student.