

## Add Teacher Comments to Report Cards

As a teacher, you can add report card comments for each student.

### ▼ To add comments to a report card

1. On the Home screen, click **Post Grades**.
2. On the left sidebar, select a class.
3. Select a student from the list, and click inside the grading period you want to enter notes for.
4. At the bottom of the window, enter your comments for that student.
5. Click **OK**.

You can also manage comments that you use often, such as "Great job!," and add them to the report cards.

### ▼ To add and manage report card comments

1. On the Home screen, click **Post Grades**.
2. On the left sidebar, select a class.
3. Select a student from the list, and click inside the grading period you want to enter notes for.
4. At the bottom of the window, click **Manage**. The Select/Manage Comments dialog box displays.
5. Click **Add**. The New Comment dialog box displays.
6. Type your comment, and click **OK**.
7. In the Select/Manage Comments dialog box, select the comment you want to add.
8. Click **OK**.

#### Useful Information

If you want to add the comment for the selected assignment to all students in the class, click **Apply to All**. Otherwise, repeat steps 1 - 8 for each student.