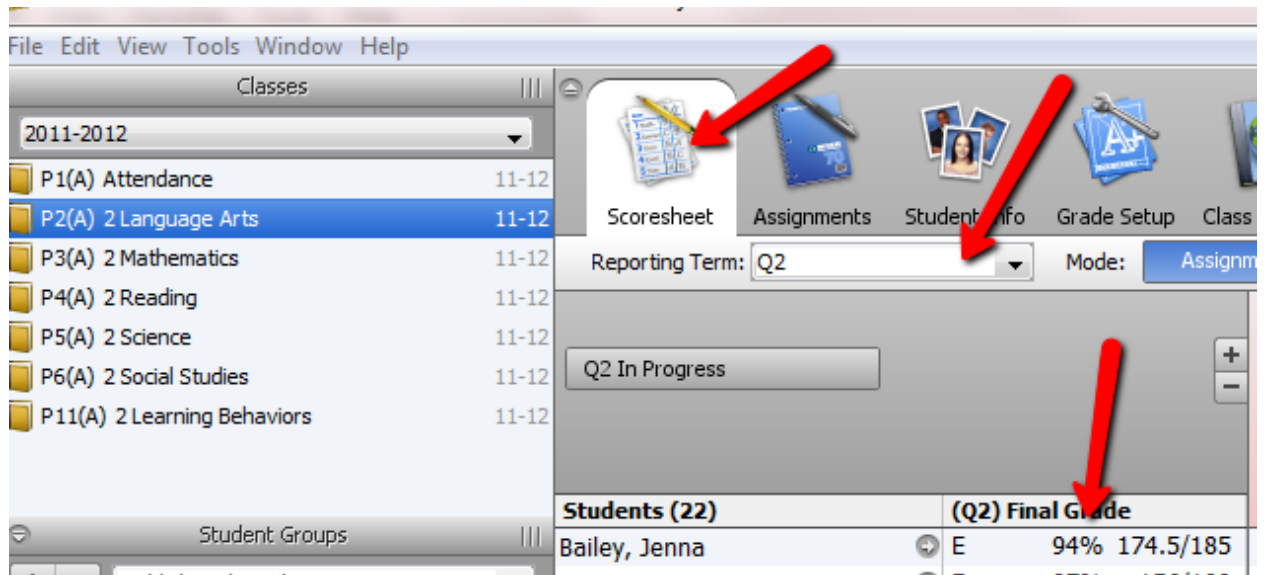# Entering Comments

1. Open the grade book.
2. Select a class (not attendance).
3. Check to make sure you are in the correct reporting term.
4. While in the score sheet view -double click on a student's grade under final grade.

5. The Score Inspector will appear. You can select a comment from the list or type one in the comment section. Note the grade book shows you the number of characters you have entered. There is a limit to how many characters will print on your report cards.
   3 grade report cards 475 characters
   4-6 report cards 225 characters
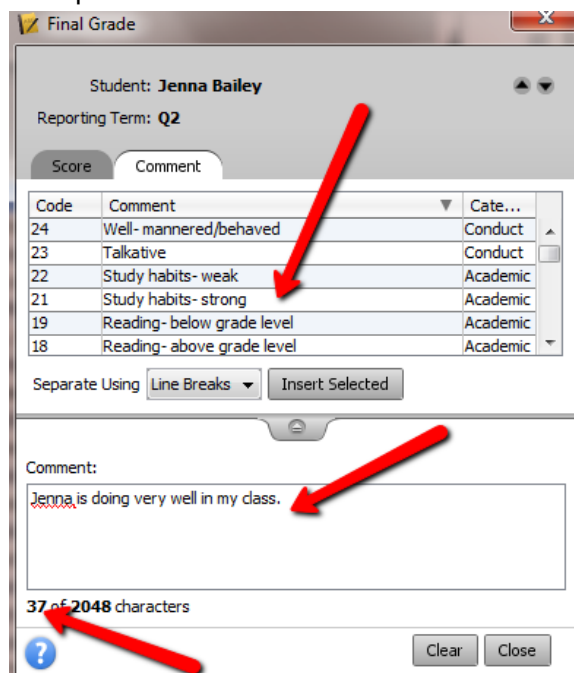
4-6 grade teachers: If you enter more than two canned comments in a content area you need to cut and paste them in a row. See below. If not they will run over the area of the comment box on the report card.

6. When finished entering comments click close. You must save the changes before leaving the grade book. After a comment is inserted you will see an icon next to the final grade.

7. 3rd grade report cards have a section for "general/overall" comments. Those should be entered under Academic behaviors following the same process as above.

8. 4-6 grade- You can add "general" comments under the Attendance course. The limit on this box is approximately 4-5 sentences.