Only School administration or the counseling steno can do these steps
1. In the *School View*, click the **Admin** top tab, **comments** side tab, **codes** leaf
2. Click **Reports,** then **Quick Reports**, then **Saved Reports**
3. Select <u>SD73 Comment Bank Codes</u>, then **Finish**
4. Print the file that is created.

In the *staff view,* when entering report card comments for students use this process to use numbered comments.

1. Open the comment box, click
2. A new window opens

3. Click on the yellow box with the black triangle in it
4. Select the school comments from the pull down menu
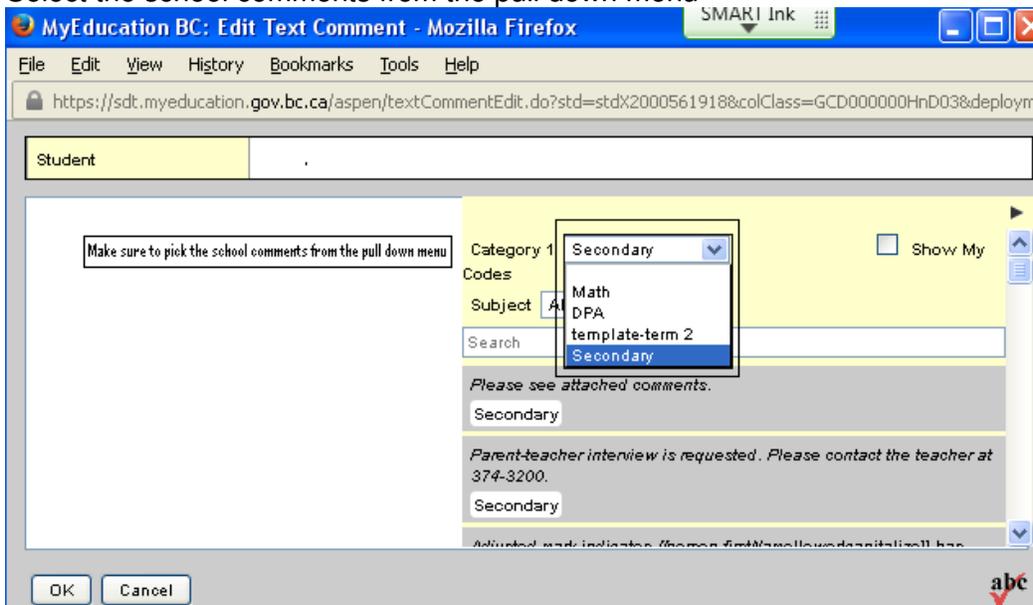
5. Type the three digit comment code in the search box and hit **[Enter].** The comment should appear in the comment box on the left hand side.
6. To enter another comment, clear the three digit number and type a new number in.
7. When finished click **[OK]**