

Using Numbered Comments

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 SD73 Comment Bank Codes, 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

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3. Click on the yellow box with the black triangle in it

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Student			
Make sure to pi	ok the school comments from th	ie pull down menu Cod Sut Sea Se Se	se see attached comments.
		Par 374	nt-teacher interview is requested. Please contact the teacher at - -3200.
		Se	ondary

- 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]**

4.