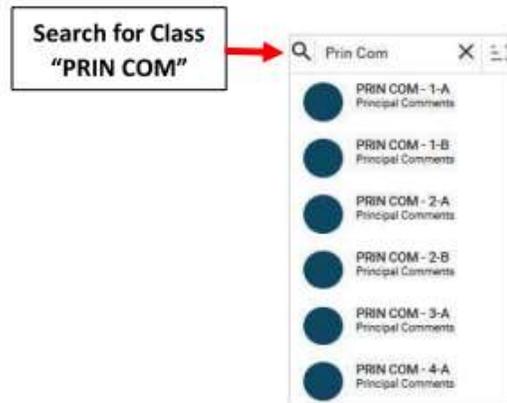


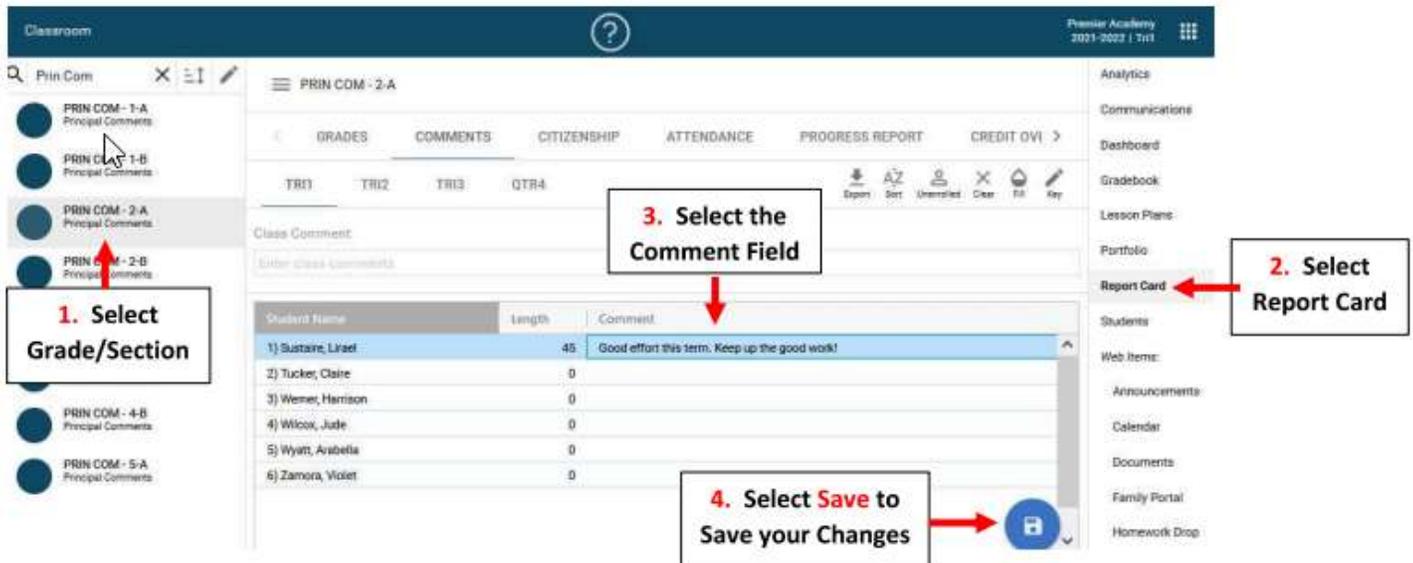
Entering Principal Comments for Report Cards

From the main menu please select **Classroom** and search for the Class **"PRIN COM"**. Each Grade/Section will have their class called **"PRIN COM"**

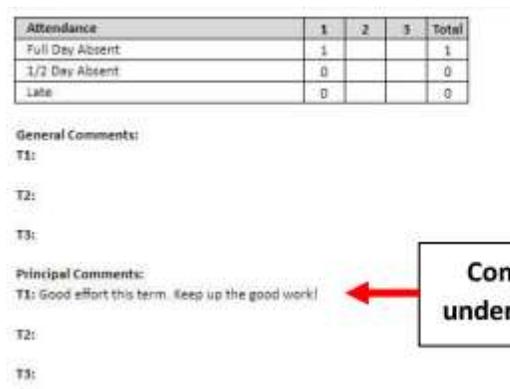


Select **Grade/Section** to enter Comments for and select **Report Card > Comments**. Select the Comment Field for the student and enter your comment. Select **Save** to **Save** your Changes

****Please Note: Save Often to Avoid Loss of Data****



Comments will appear under Principal Comments on the Report Card



Once Changes are Saved, select Next Class and Repeat Process

