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\*\*

Cleannom		Ć	2			namilar Academy III	
Prin Com 🗙 🗄 🖌	PRIN COM - 2-A					Analytica	
PRIN COM-1-A Procedul Comments	ORADES COMMENT	CITIZENSH	IP ATTENDANCE PF	OORESS REPORT	CREDIT OVI >	Communications Deshboerd	
Principal Commente	TRI3 TRI2 TRI3	GTR4		AZ &	× Q /	Gradebook	
PRIN COM - 2-A Principal Commenta	Class Comment		3. Select the			Lesson Plans	
PRIN COM-2-8	Alither class comments		Comment Field			Portfolio	2. Select
1. Select	Shudent Name	Lungth C	onment			Report Card	Report Card
Grade/Section	1) Sustaire, Lirael	45 G	ood effort this term. Keep up the good v	ust.	^	Web Derter	<u>.</u>
20 800 CM (5.07 (5.07 (6.00))	2) Tucker, Claire	Ð				The second	
	3) Wemer, Harrison	0				Announcements	
Principal Commenta	4) Wilcox, Juste	0				Calendar	
	5) Wyatt, Arabella	0				Documents	
Principal Comments	6) Zamora, Wolet	0				and an	
			4. Select	Save to		Family Portal	
			Save your	Changes 💳	→ (B),	Homework Drop	

Comments will appear under Principal Comments on the Report Card

Attendance	1	2	5.	Total	
Full Day Absent	1			1	
1/2 Day Absent	0			0	
Late	D			0	
General Comments:					
Fil:					
12:					
13:			i.		
T3: Principal Comments:			Ĩ		Comments will appear
T3: Principal Comments: F1: Good effort this term. Keep up th	e good work!	+		un	Comments will appear der Prinicpal Comments
F3: Principal Comments: F1: Good effort this term. Keep up th F2:	e good work!	+	-	un	Comments will appear der Prinicpal Comments

## Once Changes are Saved, select Next Class and Repeat Process

