

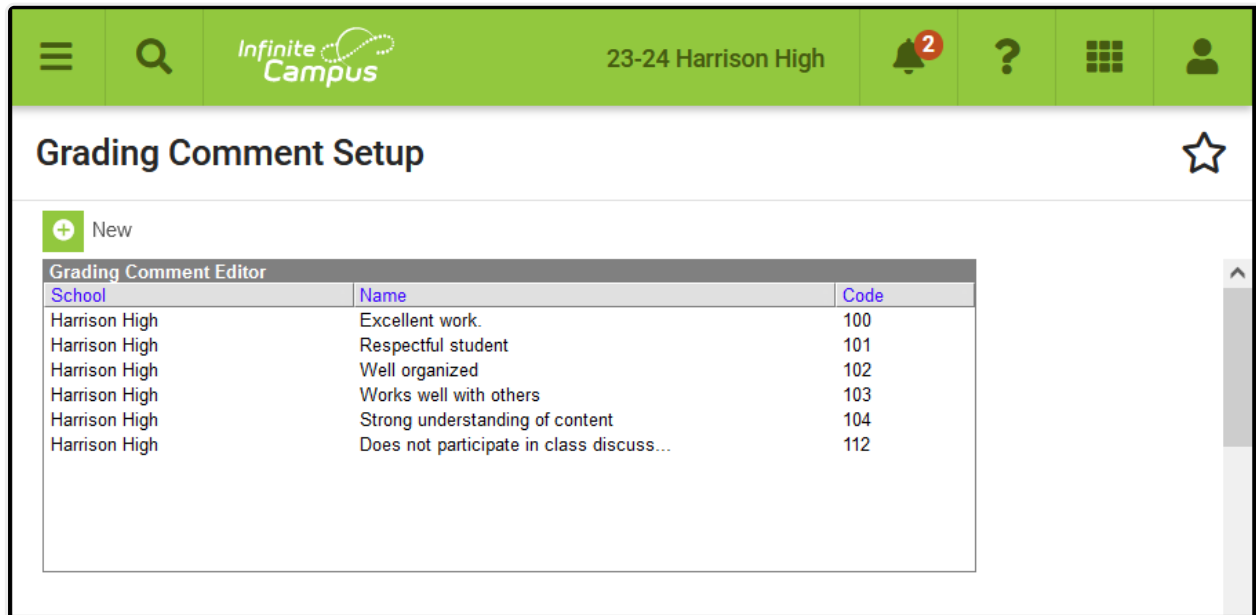
Grading Comments Setup

Last Modified on 07/02/2025 1:13 pm CDT

[Creating a New Comment](#) | [Preferences](#)

PATH: *System Administration > Grading and Standards > Grading Comments*

Grading Comments are a collection of canned comments available for teachers to select from when completing student report card grading.



The screenshot shows the 'Grading Comment Setup' page. At the top, there's a green header bar with the Infinite Campus logo, the school name '23-24 Harrison High', and several icons (notifications, help, grid, user). Below the header, the title 'Grading Comment Setup' is displayed with a star icon. A '+ New' button is visible. The main content area contains a table titled 'Grading Comment Editor'.

School	Name	Code
Harrison High	Excellent work.	100
Harrison High	Respectful student	101
Harrison High	Well organized	102
Harrison High	Works well with others	103
Harrison High	Strong understanding of content	104
Harrison High	Does not participate in class discuss...	112

Grading Comments Setup

Comments are sorted numerically by Code. Click a column header to sort the by School or Name.

Grading comments can be entered at the district or school level, depending on the school selected in Campus toolbar. School-specific comments only appear for that school. Comments created with a value of "All Schools" selected are available district-wide. When entering canned comments at the school level, all comments for that school and all district comments are available.

See the [Grading Setup Tool Rights](#) article to learn about rights needed to use this tool.

Creating a New Comment

1. Select **New** from the action bar.
2. The *School Name* selected in the toolbar or *District Wide* (for All Schools) will appear in the **School** field. This field is not editable.
3. Enter a **Code** if desired. The comments will be sorted by this code when they appear elsewhere in the product to be selected.
4. Enter the text of the **Comment**, which will appear when the comment is applied. Comments have a 200 character limit. Use ALT+L to spell check the comment. This information displays in the **Name** column of the Grading Comment Editor.
5. Click **Save** when finished.

Existing comments can be edited. Instances where the comment was used before it was modified will not be updated.

Preferences

There are two types of preferences that control how teachers can enter comments.

Preference	Location	Description
Disable Custom Comments	System Preferences	If <i>Yes</i> is selected, only the comments entered here will be available to be included. If <i>No</i> is selected, teachers will have the option of entering their own text comments or modifying the canned comment(s) applied.
Use Canned Comments	Account Settings (Instruction)	If the checkbox is marked, canned comments will be available for teachers to select.

Teachers can assign comments through the [Grade Book](#) or [Post Grades](#).

Comments display in italics in the report card below the grading task or standard they apply to, if the [Report Card Preferences](#) are set to include comments.