

# **Report Comments (Student)**

Last Modified on 03/28/2025 3:59 pm CDT

#### Tool Search: Report Comments

The Report Comments tool, when used in conjunction with the System Administration Preference of Report Comments for Transcripts and eTranscripts, provides schools and districts a way to include specific comments on printed versions of student Transcripts and eTranscripts. These comments could be indications of certain state requirements that need to be included on all transcripts or a graduation requirement about GPA guidelines on report cards.

If a report comment is marked active for a student's transcript, it is also active on the student's eTranscript. There is no separate option for an eTranscript report comment.

Infinite C Campus	<b>Q</b> Search for a tool or student
Report Comments ☆ Student > General > Report Comments	
Save	
Report Comments	
Report Comments Detail         Active       Graduation Requirements         Active       State Law	
Student Ren	ort Comments

See the Report Comments Tool Rights article for information about rights needed to use this



tool.

Only report comments marked as Active on the Report Comments tool in System Administration are available for selection on the student's Report Comments tool.

There is no limit to the number of comments that can be chosen to appear on a report. It is advised that the number of comments be limited to only those that are necessary, as these comments will affect the display of the report and may alter the page length and the layout of the report.

At this time, Report Comments can only be created for use with Report Cards, Transcripts and eTranscripts.

# **Required Setup**

Before selecting report comments for a student and before a comment appears on a report, the following must be done:

- Create desired comments to appear on reports in the Report Comments tool in System Administration.
- Mark the Report Comment option on the Report Preferences.

## **Report Comments Creation and Report Generation**

Users cannot see the detail of the comments, just the name. For this reason, administrators and personnel responsible for creating the report comments should name the comments in such a way that it is easy to determine what comment should be included.

### **Create Report Comments**

- 1. Select the comment(s) to include on the reports by placing a checkmark in the appropriate comment checkbox on the **Report Comments Detail** editor.
- 2. Click the **Save** icon. The report comment will be saved.

#### **Generate Reports**

- 1. Navigate to the appropriate location for generation of the report that will include report comments (either when generating in batch mode or the individual students' tabs).
- 2. Select the appropriate report to generate. The report displays the selected report comments.

Transcript Statistics Cumulative GPA (Unweighted)     2.994     Student #: 807891 Diploma Date: Current Grade: 12 Birthdate: 05/16/2002 Gender: P     Protection     Courses Taken 2017-Course     Report Comments \$2 Birthdate: 05/16/2002 Gender: P       Courses Taken 2016-2017 Grade 09 from 053 Robbinsdiel Armstrong High School Course     Courses Taken 2017-201 moto3 AlsPlus Credits     Report Comments \$2 Birthdate: 05/16/2002 Gender: P       700 English 91     D + 1.0000 1.000     1.000     1.000       710 Pre-AF English 91 II     B 1.0000 1.000     1.000       2200 Human Geography II     Re     1.0000 1.000	State Law As of November 2009, state law dictates a student must have Graduation Requirement Students must have an overall GPA of 2.0 to meet graduation		notion to the next grade level.	
Courses Taken 2016-2017 Grade 09 from 053 Robbinsdale Armstrong High School Course Mark 1700 English 91 D+ 1.0000 1.000 2700 Human Geography I B+ 1.0000 1.000 2700 Human Geography I B+ 1.0000 1.000 2700 Human Geography I B+ 1.0000 1.000	Transcript Statistics Cumulative GPA (Unweighted) 2.994	Diploma Date: Current Grade: 12 Birthdate: 05/16/2002	Report Comments ☆	Q Search for a tool or student
Active Conclusion Requirements Active	from 053 Robbinsdale Armstrong High School           Course         Mark         Weight Credit           1700 English 9 I         D+         1.000         1.000           1701 Pre-AP English 9 II         B         1.000         1.000	from 053 AHS Plus Credit Reco Course Mark 1199 CR U.S. History I A-	Save Report Comments Transcript	
			Active Graduation Requirements Active	

Comments set up to display at the bottom of a report appear after all grade information.

ACT SP09:6 English-Writing 36 pts Spring 2007 GRAD Wtg:MGWT:07A	20 4	Р	05/01/2009 04/10/2007	
Spring 2007 GRAD Wig.MGW1.07A Spring 2008 GRAD Rdg:MGRT:08A	55	P	04/10/2007	
Spring 2008 GRAD Rdg.MGRT.08A Spring 2009 GRAD Mt:MGMT:09A	53	P	04/13/2009	
Spring 2009 GRAD MILWGWI .09A	55	F	04/13/2009	
Credit Groups				
		Credits		
High School		Earned		
Electives		11.000		
English		6.000		
Health		1.000		
Mathematics		6.000		
Phy Ed		3.000		
Science		6.000		
Social Studies		7.000		
Total		40.000		
Graduation Requirement				
This is the school's requirements for	or all students	S.		

Report comments on eTranscripts print at the very end of the XML layout.

Report comments can also be assigned to multiple students using the Report Comment Batch Wizard.

## **Documents**

Infinite Campus



To view documents, click the **Documents** button on the action bar. See the Student Person Documents article for more information.

Documents  Report Comments  Upload Document  Document List  Date Uploaded  Name File Description Campus Tool File Size  V O4/20/2021 1:37 PM Report Comments Student Information > General 0.29 MB > Report Comments	Report Com		な > Report Comments							
Image: Second Card       Infinite Campus       ×         Upload Document       Document List       File Description       Campus Tool       File Size       •         Date Uploaded       • Name       • File Description       • Campus Tool       • File Size       •         Value       • Out/20/2021 1:37 PM       Report Comments       Student Information > General       0.29 MB	Documents									🔽 Im
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