

Report Comment Setup

Last Modified on 10/29/2025 10:39 am CDT

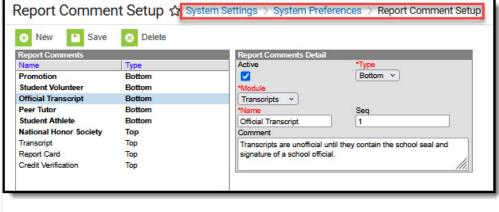
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Tool Search: Report Comment Setup

The Report Comment Setup tool enables districts to add customized text that appears on printed student reports. These comments can be school or district-specific, or even state-specific. Any number of comments can be created and marked and unmarked as needed.

Report comments are only available for use on Report Cards, Transcripts, and eTranscripts. If multiple students should be assigned the same comment, use the <u>Report Comments Batch Wizard</u>.

See the <u>System Preference Tool Rights</u> article for tool rights information.



Report Comment Setup

After creating report comments to include on report cards, transcripts, and eTranscripts, the following items must also be done:

- A Report Card, Transcript, or eTranscript report must be created in the <u>Preferences Reports</u>
- Report Preferences must include the option to display Report Comments.
- The student's Report Comments tab must have at least one active Report Comment.

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 adding a comment to an eTranscript report.



Report Comments

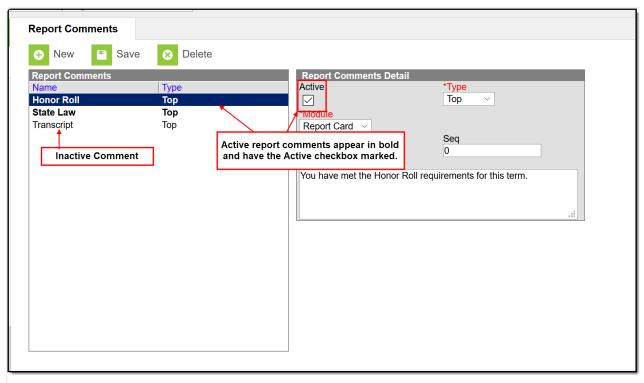
The Report Comments editor contains five data elements related to creating a custom comment.

Report Comments Editor	Definition
Active	When the checkbox is marked, the comment is considered active and can be chosen on the student's <u>Report Comments</u> tab. When not marked, the comment does not appear for selection on the student's Report Comments tab.
Туре	Indicates where the comment displays on the report - either at the Top of the transcript, the Bottom of the transcript, or the eTranscript. For eTranscripts, the comment ONLY displays at the end of the eTranscript XML report.
Module	Indicates on which report the comment displays - Transcripts or Report Cards.
Name	Lists the name of the report comment. This should be descriptive enough for users to select the appropriate comment on the Report Comments tab.
Sequence	Determines the order in which the comments display on the Report Comments tab and on the student's transcript and eTranscript. Sequence is based on the type of comment. For example, a sequence number of "1" can be applied to a report comment appearing at the top of the transcript and applied to a comment appearing at the bottom of the transcript.
Comments	Lists the text that appears on the student's transcript. This comment can be no more than 255 characters.

There is no limit to the number of comments that can be created and added to the student's Report Comments tab. It is recommended to keep the total number of comments to a minimum, as excessive comments can affect the layout of the transcript and/or report card PDF, as well as extend the eTranscript XML file.

Report comments can be modified from active to inactive by deselecting the Active checkbox. Only active report comments can be chosen on the student's Report Comments tab. Inactive report comments appear in text that is not bold; active comments appear in bold text.





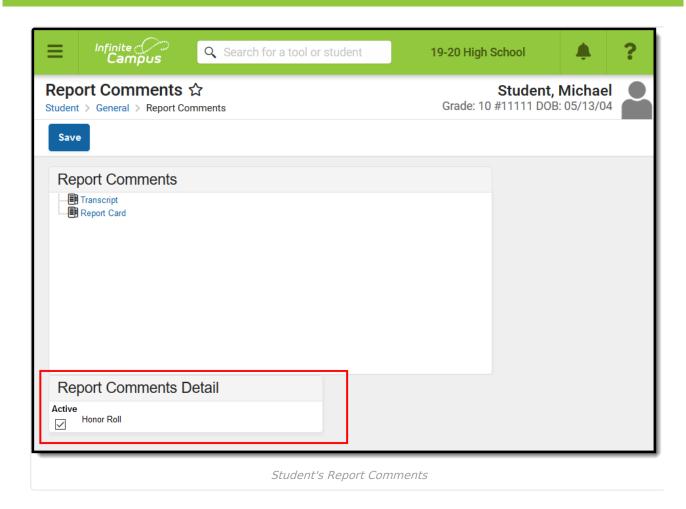
Active vs. Inactive Report Comments

Create Report Comments

- 1. Select the **New** icon from the action bar. A **Report Comments Detail** editor appears to the right of the Report Comments list.
- 2. Mark the **Active** checkbox to indicate this comment can be used on transcripts and eTranscripts.
- 3. Select the **Type** of comment this will be either Top or Bottom.
- 4. Choose the **Module** of the comment.
- 5. Enter the appropriate **Sequence** number.
- 6. Enter the **Comment** in the text field provided.
 - Carriage returns are supported, allowing comments to be internally divided. This is visible on the printed report.
 - Leading spaces in the Comments field are allowed when adding a comment, but do not print on the report.
- 7. Click the Save icon when finished. The new comment is listed in the Report Comments list.

Once a report comment is saved and marked as active, it appears for selection on the student's Report Comments tab.



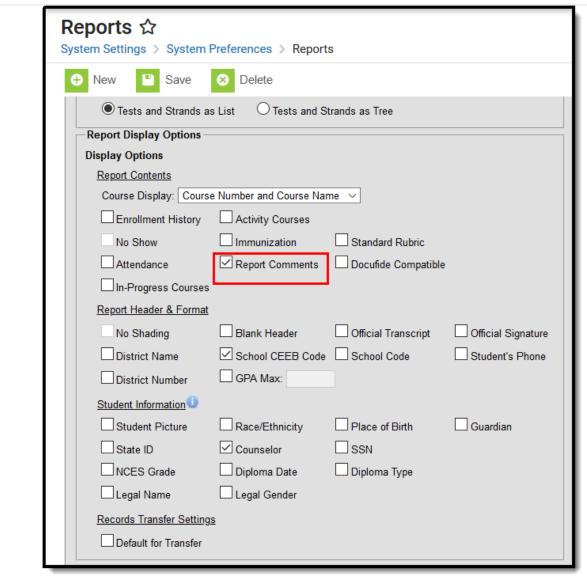


The report comment prints if the option is selected on the <u>Transcript Report Preferences</u> (System Administration > Preferences > Reports > Transcript, eTranscript) or the <u>eTranscript Report Preferences</u> (System Administration > Preferences Reports > eTranscript), and a report comment is selected on the student's Report Comments.



D						
Report Display Options						
Display Options						
Report Contents						
Course Display: Course Number and Course Name ∨						
Enrollment History	☐ In Progress Courses	Activity Courses				
☐ No Show	Immunization	Standard Rubric				
Attendance	☑ Report Comments	Docufide Compatible				
L						
Report Header & Forma	<u>at</u>					
No Shading	Blank Header	Official Transcript	☑ Official Signature			
☑ District Name	School CEEB Code	School Code	Student's Phone			
☐ District Number	GPA Max:					
Student Information						
Student Picture	Race/Ethnicity	Place of Birth	Guardian			
State ID	Counselor	SSN				
☐ NCES Grade	☑ Diploma Date	☑ Diploma Type				
Legal Name	Legal Gender					
Records Transfer Settings						
☐ Default for Transfer						
sheel Comment (printed on all)						
Report Preferences - Transcript						





Report Preferences - eTranscript



Homeroom Teacher	CTRL-click ar		
☐ Date/Time Stamp			
Display Options			
Attendance Summary			
☐ Cumulative GPA			
Class Rank			
Period			
Score Comments			
Show Score Percentage			
Show Report Comments			
Term GPA			
Weighted			
Unweighted			
School Comment (printed on all)			
Report Preferences - Report Card			

Additional Steps

- 1. Navigate to the <u>Report Preferences</u> and mark the **Report Comments** field on a report.
- 2. Navigate to the student's <u>Report Comments</u> tab and select a comment or comments to display on the Transcript, eTranscript, or Report Card.
- 3. Assign a Report Comment to several students using the Report Comment Batch tool.