

Report Comment Setup

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[Report Comments](#) | [Create Report Comments](#) | [Additional Steps](#)

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 [Report Comments Batch Wizard](#).

See the [System Preference Tool Rights](#) article for tool rights information.

Name	Type
Promotion	Bottom
Student Volunteer	Bottom
Official Transcript	Bottom
Peer Tutor	Bottom
Student Athlete	Bottom
National Honor Society	Top
Transcript	Top
Report Card	Top
Credit Verification	Top

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 [Preferences Reports](#) tool.
- [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.

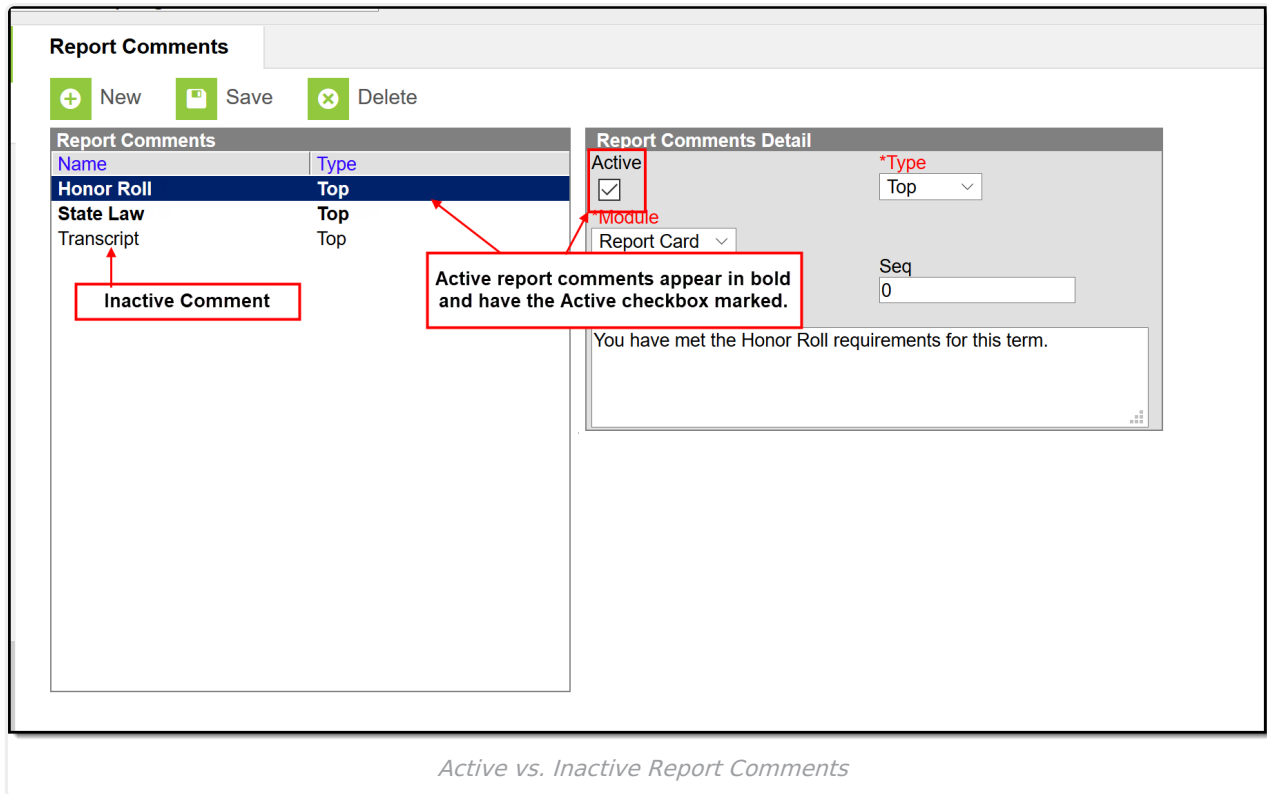
Report Comments

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 Report Comments tab. When not marked, the comment does not appear for selection on the student's Report Comments tab.
Type	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.



Report Comments

+ New Save Delete

Name	Type
Honor Roll	Top
State Law Transcript	Top

Inactive Comment

Active report comments appear in bold and have the Active checkbox marked.

Report Comments Detail

Active ☒

*Type Top

Module Report Card

Seq 0



You have met the Honor Roll requirements for this term.



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.

19-20 High School



Report Comments ☆



[Student](#) > [General](#) > Report Comments

Student, Michael


Grade: 10 #111111 DOB: 05/13/04

Save

Report Comments

 Transcript
  Report Card

Report Comments Detail

Active

☒ Honor Roll

Student's Report Comments

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

Report Display Options

Display Options

Report Contents

Course Display: Course Number and Course Name ▾

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Enrollment History | <input type="checkbox"/> In Progress Courses | <input type="checkbox"/> Activity Courses |
| <input type="checkbox"/> No Show | <input type="checkbox"/> Immunization | <input type="checkbox"/> Standard Rubric |
| <input type="checkbox"/> Attendance | <input checked="" type="checkbox"/> Report Comments | <input type="checkbox"/> Docufide Compatible |

Report Header & Format

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> No Shading | <input type="checkbox"/> Blank Header | <input checked="" type="checkbox"/> Official Transcript | <input checked="" type="checkbox"/> Official Signature |
| <input checked="" type="checkbox"/> District Name | <input type="checkbox"/> School CEEB Code | <input type="checkbox"/> School Code | <input type="checkbox"/> Student's Phone |
| <input type="checkbox"/> District Number | <input type="checkbox"/> GPA Max: <input type="text"/> | | |

Student Information

- | | | | |
|--|--|--|-----------------------------------|
| <input type="checkbox"/> Student Picture | <input type="checkbox"/> Race/Ethnicity | <input type="checkbox"/> Place of Birth | <input type="checkbox"/> Guardian |
| <input checked="" type="checkbox"/> State ID | <input type="checkbox"/> Counselor | <input type="checkbox"/> SSN | |
| <input type="checkbox"/> NCES Grade | <input checked="" type="checkbox"/> Diploma Date | <input checked="" type="checkbox"/> Diploma Type | |
| <input type="checkbox"/> Legal Name | <input type="checkbox"/> Legal Gender | | |

Records Transfer Settings

- ☐ Default for Transfer

School Comment (printed on all)

Report Preferences - Transcript

Reports ☆

[System Settings](#) > [System Preferences](#) > Reports



New



Save



Delete



Tests and Strands as List



Tests and Strands as Tree

Report Display Options

Display Options

Report Contents

Course Display: Course Number and Course Name ▾



Enrollment History



Activity Courses



No Show



Immunization



Standard Rubric



Attendance



Report Comments



Docufide Compatible



In-Progress Courses

Report Header & Format



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

Report Preferences - eTranscript

CTRL-click ar

☐ Homeroom Teacher
☐ 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 [Report Preferences](#) and mark the **Report Comments** field on a report.
2. Navigate to the student's [Report Comments](#) 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.