

# Report Comments Batch Wizard

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Tool Search: Report Comments Batch

The Report Comments Batch Wizard lets you add [Report Comments](#) to a group of students, either by grade level or with an ad hoc filter. After the wizard is run, the added report comments appear on the student's [Report Comments](#) tab and print on the appropriate reports if the [Report Preferences](#) are set appropriately.

Only report comments marked as Active on the [Report Comments](#) tool 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.

Report Comments are added to ALL students who match the report criteria - either in the grade level and/or in the Ad hoc Filter.

Report Comments Batch Wizard ☆ Student Information > General Student Administration > Report Comments Batch Wizard

**Report Comment Options Batch Add**

This is a batch tool for applying report comments to groups of students.

Posting Method refers to the way report comment options are applied to a student. With "Append", the options that already exist are left in place, while new options are added to all the students in the group. With "Overwrite", all currently existing options are overwritten and replaced with the new options.

**Warning: If "Overwrite" is selected in the Posting Method, all previous report comment options for the selected student group will be deleted.**

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**Select Report Comment**

CTRL-click and SHIFT-click for multiple

Example Comment

**Source Calendar**

Which calendar(s) would you like to include in the report?

active year  
 list by school  
 list by year

25-26

25-26 Adams Elementary

25-26 Baxter Elementary/Middle

25-26 Carter Elementary

25-26 Driscoll Elementary

25-26 Franklin Elem

25-26 Madison High

CTRL-click or SHIFT-click to select multiple

**Ad-Hoc Filter**

**Type**

Transcript

**Posting Method**

Append  
 Overwrite

**Source Grade**

Grade Level

08

01

02

03

...

CTRL-click or SHIFT-click to select multiple

**RUN**

The posting transaction could take more than 1 minute.  
A popup window will show up to indicate the end of transaction.  
Please don't click browser's "Back" button until the transaction is finished.

*Report Comments Batch Wizard*

See the [Report Comments Batch Wizard Tool Rights](#) article for information on the tool rights required to use this tool.

## 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 Editor Field Descriptions

The report editor is organized into sections, allowing the user to select or deselect certain data elements.

Section	Description
<b>Report Comments</b>	All report comments marked active are listed here. All report comments can be selected and displayed as active on the student's Report Comments tab.
<b>Source Calendar</b>	<p>A calendar must be selected in order to correctly assign the report comments to the proper students. If a calendar is selected in the Campus toolbar, that calendar is automatically selected in the Calendar list. Additional calendars can be selected by pressing CTRL+SHIFT.</p> <p>Calendars can be selected by <b>Active Year</b>, <b>School</b>, or <b>List by Year</b>.</p>
<b>Student Selection</b>	<p>Students can be selected using an ad hoc filter previously created and saved in the Ad hoc Filter Designer, or by selecting grade level(s). Only students who are actively enrolled in the selected grades and who meet the ad hoc filter are included in the posting of report comments.</p> <p>Both ad hoc filters and grade levels can be selected. By doing this, the report comments are posted only to students in the ad hoc filter who also meet the selected grade-level requirements.</p>
<b>Report Type</b>	<p>Select from one of the options:</p> <ul style="list-style-type: none"> <li>• Transcript</li> <li>• Report Card</li> </ul> <div style="background-color: #e1f5fe; padding: 10px; margin-top: 10px;"> <p>At this time, report comments are only available for report cards, transcripts, and <u>eTranscripts</u>.</p> <p><u>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.</u></p> </div>
<b>Posting Method</b>	<p>Report comments can be added to students in one of two ways:</p> <ul style="list-style-type: none"> <li>• <b>Append</b> - this option adds new comments, but does not remove previously added comments that may already exist for some students.</li> <li>• <b>Overwrite</b> - this option deletes all previously posted report comments for students and adds the newly selected comments.</li> </ul>

## Run the Report Comments Batch Wizard

1. Select the **Report Comments** to include in the batch posting.
2. Select the **Calendar(s)** from which to pull student data.

3. Select an **Ad hoc Filter**, if desired.
4. Select the **Type** of report for which to post comments.
5. Select the **Posting Method** of either **Append** or **Overwrite**.
6. Select the **Grade Levels** of students to include in the posting.
7. Click the **Run** button. The wizard processes and posts comments as requested.

A pop-up window indicates when the wizard has finished, noting how many students were affected by the addition of report comments. To verify the report comments posted, navigate to a student's [Report Comments](#) page that should have had the comment added.

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