

Report Comments Batch Wizard

Last Modified on 03/31/2025 1:53 pm CDT

Tool Search: Report Comments Batch

The Report Comments Batch Wizard provides a means to add [Report Comments](#) to a group of students - either by grade level or by using an ad hoc filter. When this wizard is complete, the added report comments display on the student's [Report Comments](#) tab and print on specific reports if the [Report Preferences](#) are set appropriately.

Report Comments Batch Wizard

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

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 Editor Details

The report editor is organized into sections where the user can select or not select certain data elements.

Section	Description
Report Comments	All report comments marked active are listed here. All report comments can be selected and display as active on the student's Report Comments tab.
Source Calendar	<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 may be selected if desired by using the CTRL and SHIFT keys.</p> <p>Calendars can be chosen by Active Year, by School or List by Year.</p>
Student Selection	<p>Students can be selected by an ad hoc filter that has been previously created and saved in the Ad hoc Filter Designer or by selecting grade level(s). Only those students who are actively enrolled in the selected grades and ad hoc filter are included in the posting of report comments.</p> <p>Both an ad hoc filter and grade levels can be chosen. By doing this, the report comments are only posted to the students in the ad hoc filter who also meet the selected grade level requirements.</p>
Report Type	<p>Report comments can be posted for student transcripts, report cards or schedules. Select from one of those options.</p> <div style="background-color: #fff9c4; padding: 10px; margin: 10px 0;"> <p>At this time, report comments are only available for report cards, transcripts and eTranscripts.</p> </div>
Posting Method	<p>Report comments can be added to students in one of two ways:</p> <ul style="list-style-type: none"> • Append - this option adds new comments, but not remove previously added comments that may already exist for some students. • Overwrite - this option deletes all previously posted report comments for students and add the newly selected comments.

Use the Report Comment 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.
