

Report Comments Batch Wizard Tool Rights

Last Modified on 03/19/2025 9:59 am CDT

The **Report Comments Batch Wizard** tool is used to apply report comments (e.g. for report cards, transcripts and eTranscripts) to groups of students.

See the [Report Comments Batch Wizard](#) article to learn more about this tool.

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.

Select Report Comment
CTRL-click and SHIFT-click for multiple

- Promotion
- Student Volunteer
- Official Transcript
- Peer Tutor
- Student Athlete
- National Honor Society

Ad-Hoc Filter

Type

Posting Method

Append
 Overwrite

Source Grade

Grade Level

- 01
- 02
- 03
- 04
- ...

CTRL-click or SHIFT-click to select multiple

Source Calendar

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

active year
 list by school
 list by year

24-25

- 24-25 Arthur Elementary
- 24-25 Carter Middle
- 24-25 Cleveland Elementary
- 24-25 Fillmore Middle School
- 24-25 Harrison High
- 24-25 Lincoln Elementary
- 24-25 Taylor K-8
- 24-25 Van Buren High School
- KG 24-25 Cleveland Elementary

CTRL-click or SHIFT-click to select multiple

RUN

The posting transaction could take more than 1 minute.

Student Information > General Student Administration > Report Comments Batch Wizard

Only R (Read) rights are needed to grant full access to the Report Comments Batch tool.

See these articles for information on related tools:

- [Report Comments](#): Customized text added by districts that can be selected to appear on student reports.
- [Report Comments \(Student\)](#): Comments selected to appear on reports for an individual student.

Suggested User Groups

- [Front Office](#)

See [User Groups](#) and [Suggested Roles](#) for more information.
