

Report Comments Batch Wizard Rights

Last Modified on 12/14/2025 8:45 pm CST

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

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

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

Transcript

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

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.
