# How To Add Report Card Comments In School Settings

To enter Report Card Comments, navigate to:

**Menu Bar >> Settings >> Grades**

Select **Report Card Comments.**

You can enter canned comments that can be used in all courses by teachers. You can also enter course-specific comments that the teachers can use for report cards.



Note: Teachers will be permitted to add their own comments on report cards. These are canned comments from the school.

You can setup Report card comments by courses so that it will be available to the teachers who are teaching that course only. If you select the All Courses option, then all report card comments will be available in all courses.

To add a comment, fill in the text box and click **Submit** to save.



You can click on the pre-existing comment to edit and update.

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