

# Grading Comments Setup

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**PATH:** *System Administration > Grading and Standards > Grading Comments*

Grading Comments are a collection of canned comments available for teachers to select from when completing student report card grading.

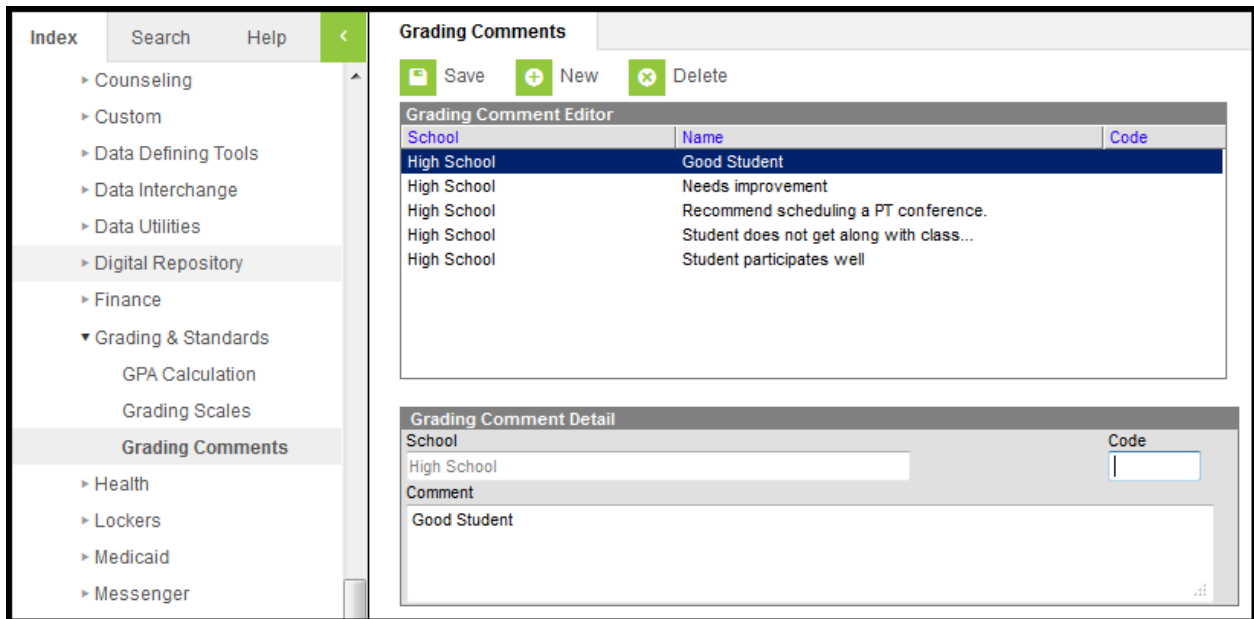


Image 1: Grading Comments

Comments are sorted alphabetically by Name and have a character limit of 200.

Grading comments can be entered at the district or school level, depending on the school selected in Campus toolbar. School-specific comments only appear for that school. Comments created with a value of "All Schools" selected are available district-wide. When entering canned comments at the school level, all comments for that school and all district comments are available.

## Creating a New Comment

1. Select **New** from the action bar.
2. The *School Name* selected in the toolbar or *District Wide* (for All Schools) will appear in the **School** field. This field is not editable.
3. Enter a **Code** if desired. The comments will be sorted by this code when they appear elsewhere in the product to be selected.
4. Enter the text of the **Comment**. This is the text that will appear when the comment is applied. Use ALT+L to spell check the comment. This information will appear in the **Name** column of

the Grading Comment Editor.

5. Click **Save** when finished.

Existing comments can be edited. Instances where the comment was used before it was modified will not be updated.

## Preferences

There are two types of preferences that control how teachers can enter comments.

Preference	Location	Description
<b>Disable Custom Comments</b>	<a href="#">System Preferences</a>	If <i>Yes</i> is selected, only the comments entered here will be available to be included. If <i>No</i> is selected, teachers will have the option of entering their own text comments or modifying the canned comment(s) applied.
<b>Use Canned Comments</b>	<a href="#">Account Settings (Instruction)</a>	If the checkbox is marked, canned comments will be available for teachers to select.

Teachers can assign comments through the [Grade Book](#) or [Post Grades](#).

Comments display in italics in the report card below the grading task or standard they apply to, if the [Report Card Preferences](#) are set to include comments.