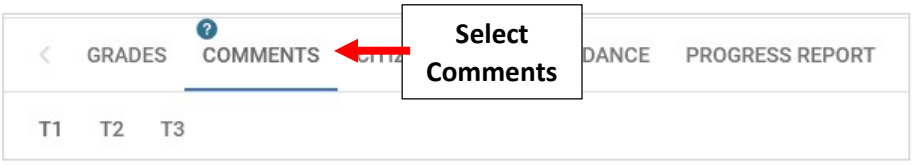
Entering Teacher Comments for the Report Card

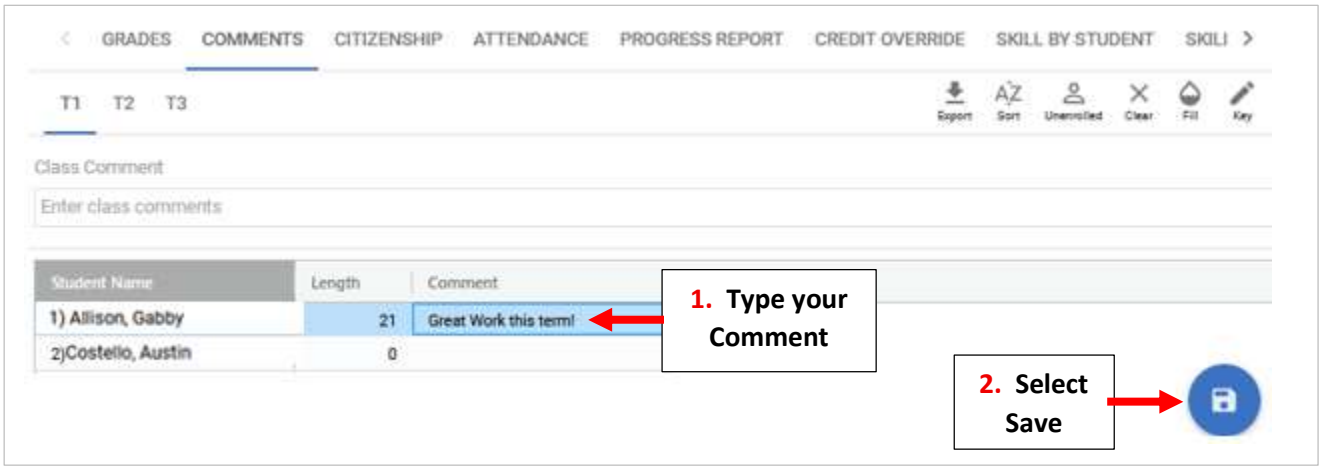
There are two ways to Enter Teacher Comments in FACTS.

Option1: Option1 : Manually Enter Comment for each Student. From Report

From the Classroom menu select the class to Finalize Grades for and Select Report Card > Comments



Select the Comment Field and Type your Comment. Select Save to Save your Changes ***** Save your Changes after each Comment to Avoid Loss of Work*****



Option 2: Comment Codes

Select the Comment Field for the Student. Select the Key Icon from the Toolbar and Select Comment Code. Select Save to Save your Changes

