

## STEPS FOR ADDING COMMENTS TO A STUDENT'S RECORD

1. Click the students ID number to add a comment

- For more information, place cursor over each column header -

ID# ? Student ?	SS Number / ID# ?	Yes / No ?	Grade ?	Recommendation ? Comment?
<a href="#">810 Black, Pakita</a>	518-88-8888	<input checked="" type="radio"/> <input type="radio"/>	87.0	<input checked="" type="radio"/> Credit <input type="radio"/> No Credit
<a href="#">837 Nadeau, Laurel A</a>	000-10-1260	<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/> Credit <input type="radio"/> No Credit

You must click the Save button to save changes.

2. Enter your comment for the student in this section.

3. Be sure and select "Submit" after you have entered your comment

### Pakita Black

#### 2006-07 School Year

\*Required Data

High School	ABC High School
Course Name*	ACNT 1303 => Introduction to Accounting I
Semester - Period*	Semester 2 - Period 2
Career Interest*	Agriculture & Natural Resources
Comment (optional)	<input style="width: 90%;" type="text"/>

(NOTE: Change to Course will auto-reset student's enrollment record.)

4. The student's profile will now note a "see comment" option

Introduction to Accounting I - ACNT 1303

Accounting

Period 2

2 Enrolled

- For more information, place cursor over each column header -

ID# ? Student ?	SS Number / ID# ?	Yes / No ?	Grade ?	Recommendation ? Comment?
<a href="#">810 Black, Pakita</a>	518-88-8888	<input checked="" type="radio"/> <input type="radio"/>	87.0	<input checked="" type="radio"/> Credit <input type="radio"/> No Credit <a href="#">[see comment]</a>
<a href="#">837 Nadeau, Laurel A</a>	000-10-1260	<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/> Credit <input type="radio"/> No Credit

You must click the Save button to save changes.