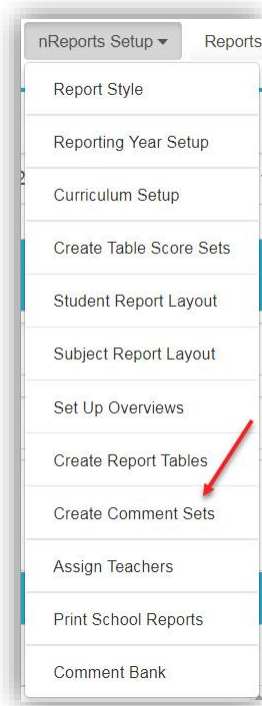




Create Comment Sets

If you have added a Comment component for any subject(s) in the Subject Report Layout, you need to create Comment Sets.

1. From the 'nReports Setup' menu, select 'Create Comment Sets'.



2. Click on the button labelled 'Add New Comment Set'.

A screenshot of the 'Add New Comment Set' form. At the top right, there are two dropdown menus: 'Year' set to '2018' and 'Reporting Period' set to 'Semester 2'. Below these is a blue button with a plus sign and the text '+ Add New Comment Set', which is highlighted by a red arrow. The form contains two input fields: 'Template Name' with a dropdown menu showing 'Example Comment Set' and a blue edit icon, and 'Comment Set Header' with a text input field containing 'Example Comment Set' and a blue help icon.

3. Give your template a name. (This name is purely an identifier and will not show on the reports.) Also add a header name to your comment set. Then click on 'Save'.

Year: 2018
Reporting Period: Semester 2

+ Add New Comment Set

Template Name: Enter new Template Name ...

Comment Set Header: Enter new Comment Set Header ...

4. Using the handles, drag the comments you want into the area labelled 'Drag Comment Here'. They will then be displayed under the 'Selected Comments' section on the left.

+ Add New Comment

All Available Comments ?

- + What #name# has achieved
- + Areas for improvement/future learning
- + The school will do the following to support #name# in #his# learning
- + What you can do at home to help #name#'s progress
- + Attendance
- + Student Comment
- + Overview of this Semester
- + English Comment
- + Comment
- + Class Teacher's Comment

Drag Comment Here

5. If you need to add a new comment, that isn't already available from the list, click on the button labelled 'Add New Comment'.

+ Add New Comment

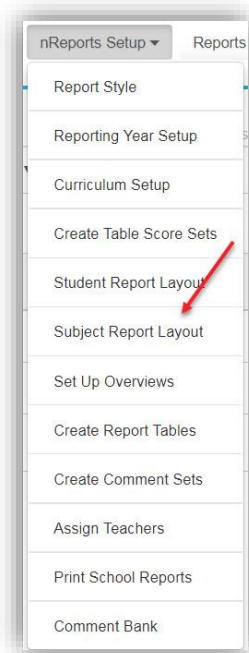
All Available Comments ?

- + What #name# has achieved
- + Areas for improvement/future learning
- + The school will do the following to support #name# in #his# learning
- + What you can do at home to help #name#'s progress

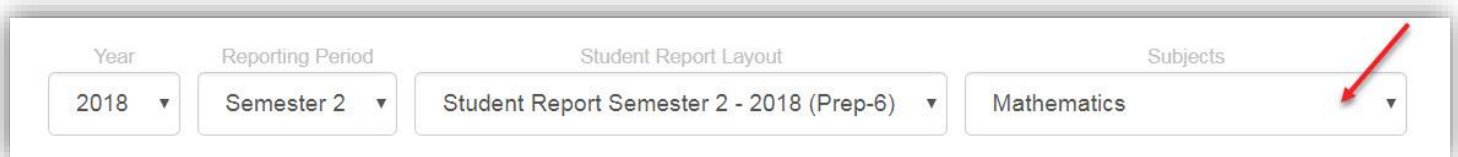
Assign Comment Sets to Subject Layout

Once the comment sets have been created, you need to go to the Subject Report Layout and assign them to the comment sections.

1. From the 'nReports Setup' menu, select 'Subject Report Layout'.



2. Choose the relevant subject from the 'Subjects' drop down menu.



3. Choose the appropriate comment set using the selector and then click 'Save'.

