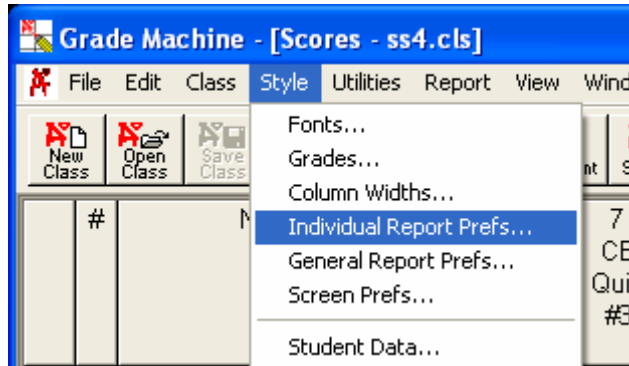
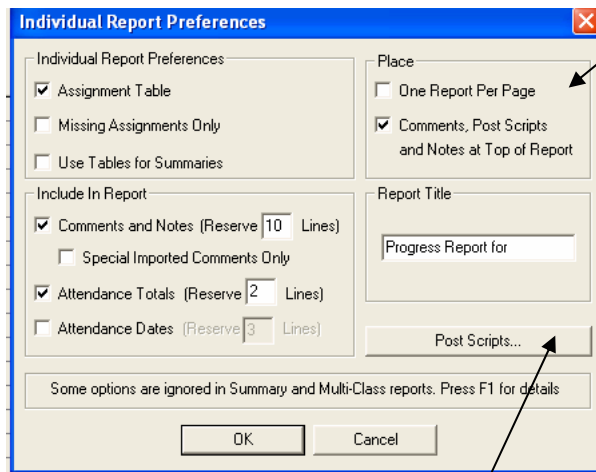


# Adding Standardized Comments to an Individual Progress Report

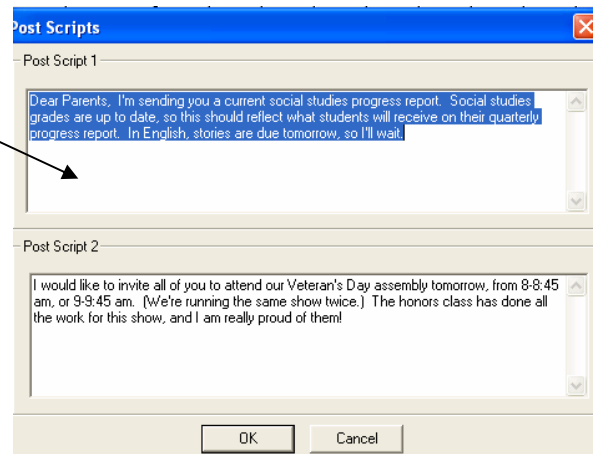
1. Select Style
2. Select Individual Report Prefs



3. If you want the comments to show up at the top of the progress report, put a check in the box next to the words “Comments, Post Scripts and Notes at Top of Report”



4. Click on the button that says Post Scripts.
5. Type in a generic message relating to your class.



6. Print your individual progress reports.