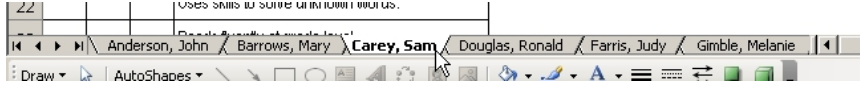


Putting Comments on the Report Card ...or Science, Health Social Studies topics

I want to put a comment on just one student report card.

1. Select the student tab and make sure it's the only white tab. (If you have more than one selected and you try to type the comment, it will let you type, but when you hit return, the cell will be empty.)

2. Click two times inside the cell and you will see a cursor. Type your comment.

Hint: If you hit the return key to start a new line, it will jump down to the next cell. If you want something to appear on another line, you need to use the space bar. Know that it doesn't always print the way it looks on your screen, though.

I want to put the same comment on many student report cards.

1. First you need to put the comment on one student report card; so follow the steps above to do that.
2. Next, select all the students for whom you want the same comment to appear. There are two ways to do this:
 - **All Students-** Click on the first report card. Hold down the **shift key** and then click on the last report card. All the report cards in between the first and last will now be selected.
 - **Some Students-** Click on each report card you want while holding down the **control key** or the apple key on the Mac.

3. Now **click once inside the cell** where the comment currently appears.

4. In the menu bar, click on:

Edit, Fill, Across Worksheets.

The comment is now on all the other report cards. You can add individual comments to that same cell without affecting the other report cards.

