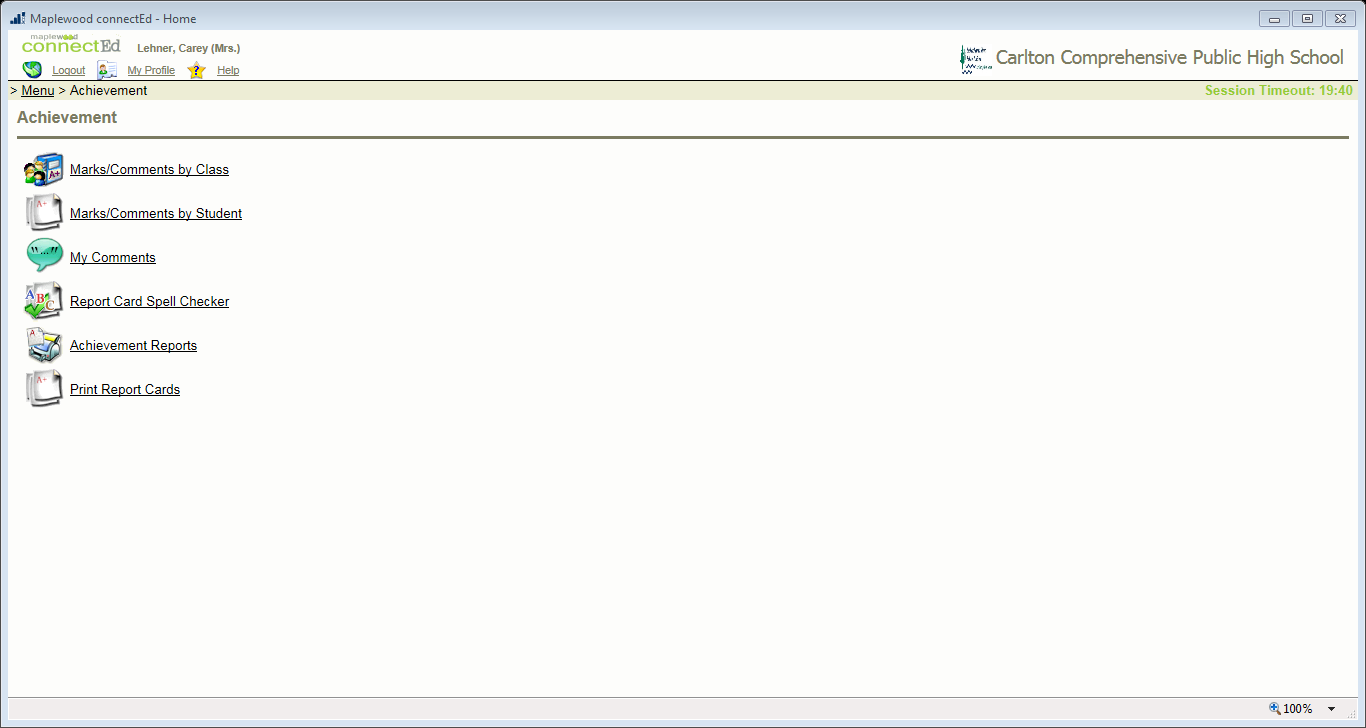
**Creating A Bank of Your Own Comments**

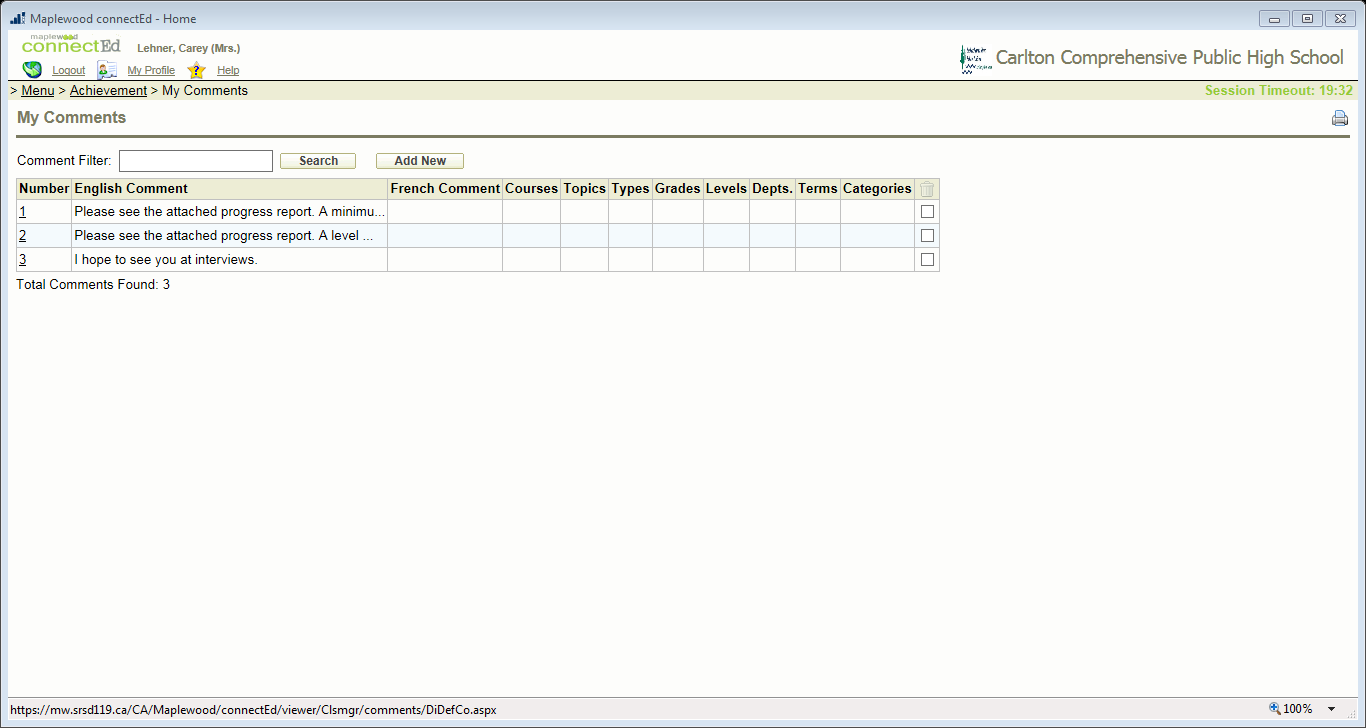
1. From students achieve, click on “enter comments and review report cards”



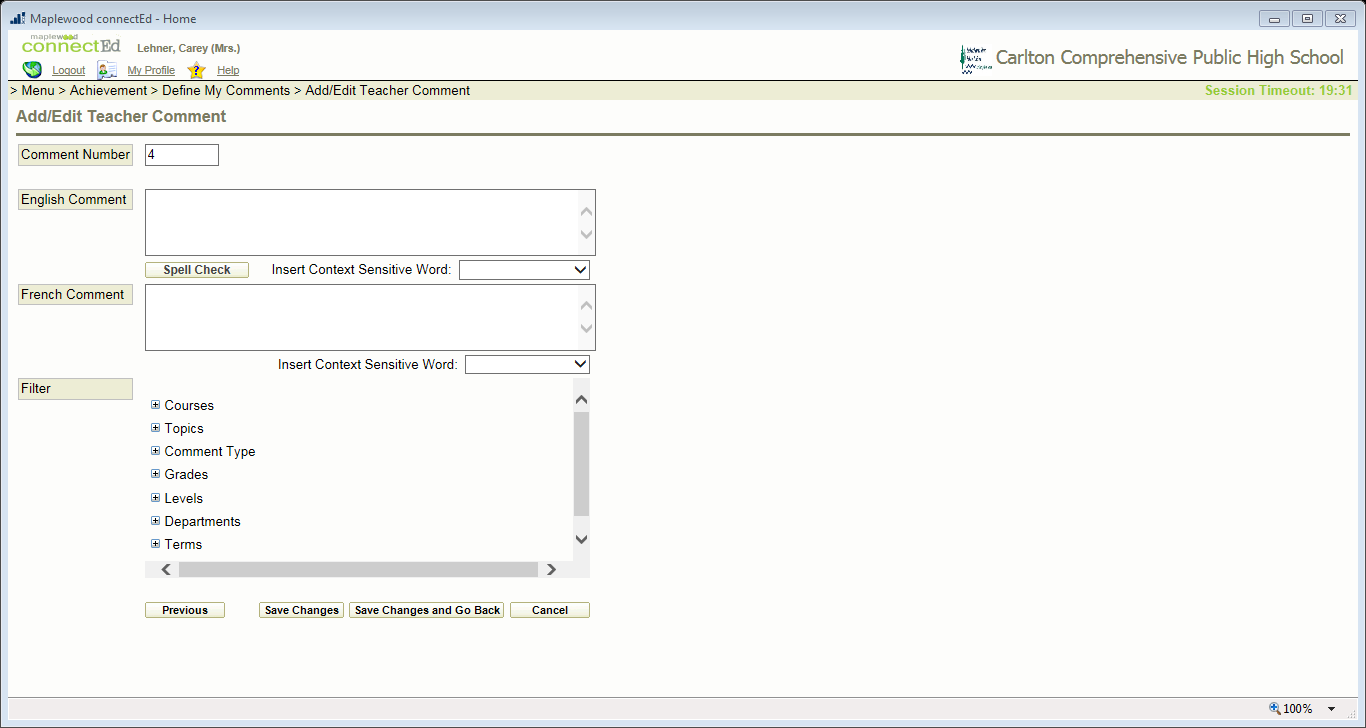
1. Select “my comments”



1. Select “add new”



1. Write your comment and then select “Save changes and go back”



* This is the comment number for insert purposes

1. If you want to print your comment bank, click on the print icon

