

Entering comments with line breaks

Some progress reports and report cards give you lots of room to enter comments. If you enter many comments you may find it useful to use line breaks to make your comments easier to read.

Teachers of all grades can follow these directions, but they are most useful for the PK-2nd progress reports and PK-5th report cards.

When you enter comments and press the 'enter' key it will appear as though your comments will go to the next line, this is not the case. When the comments print they will all be on one line.

To force a line break you will have to use some html code and enter `
` where you want to go to the next line.

This is how you will enter comments in your Gradebook.

“Comment line one
Comment line two
Comment line three”

This is how they will appear on the report card or progress report.

“Comment line one
Comment line two
Comment line three”

Code	Comment	Categ...
08	Well organized for class.	
06	Uses class time wisely.	
21	Test was retaken.	

Separate Using: Line Breaks [v] Insert Selected

Comment:
Comment line one
Comment line two
Comment line three

Comment line four
Comment line five
Comment line six
Comment line seven

143 of 4000 characters

Clear Close

Mathematics Q1:Comment line one
Comment line two
Comment line three
Comment line four
Comment line five
Comment line six
Comment line seven