

HOW TO ENTER COMMENTS TO SHOW ON REPORT CARD

1. Log onto RENWEB 1
2. Go to Classroom
3. Select a Homeroom Class. Only comments entered into Homeroom will show on Report Card.
4. Choose Report Card on the right side menu
5. Choose Comments on the top menu
6. Enter your comments
7. Use the orange save button on the bottom right.

The screenshot displays the RENWEB interface for entering comments. On the left sidebar, there are options for 'Date' and 'Term' (set to Q1), 'My Classes' (unchecked), and 'Attendance Enabled' (checked). A search bar for classes is visible, listing '1.2.HR - A' and '3.8.HR - B'. The main content area shows the 'COMMENTS' tab selected, with a 'Class Comment' input field containing the text 'Enter class comments'. Below this is a table with the following structure:

Student Name	Length	Comment
1) [REDACTED]	0	
2) [REDACTED]	0	
3) [REDACTED]	0	

On the right-hand side, a vertical menu contains various options, with 'Report Card' highlighted in yellow. Other options include Attendance, Attendance - Seating Chart, Communications, Gradebook, Lesson Plans, Lunch, Students, Web Items, and Announcements.