



**1. School View**

**2. Click School Tab**

**3. On the Set-Up Side-Tab, Click the Preferences link**

**4. Change the filter pull down menu on the right hand side to Grades**

**5. Type in a Report Card/Progress Report message and SAVE. Leave all other fields alone.**

**The message typed will display on all progress reports or report cards. Please edit as needed.**

**Adding a message can only be done by the Grading Manager**



