

# Editing “School Comments”

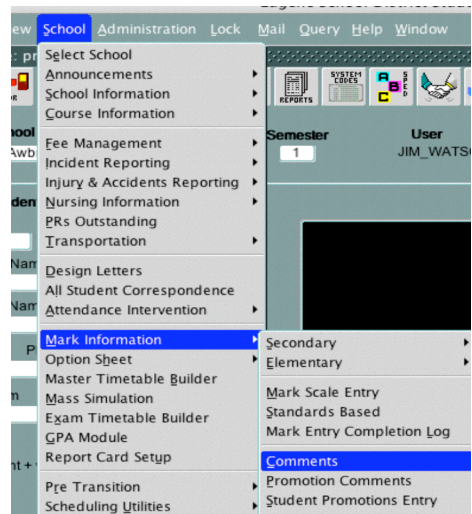
## NOTES:

1. School Comments that have been entered at the district level are intended as a start for your school. Those with school user access to eSIS can use these instructions to edit, add to, or delete them so that the comments in that section apply to your school.
2. The Spanish language comments are translations of the English comments directly above them. They are intended to be used with the Spanish format on a card for parents who request a card in Spanish.

## EDITING INSTRUCTIONS

1. Log in - <http://www.4j.lane.edu/esis/> - to the “prod” database.
2. From the School menu, select Mark Information and Comments.
3. To edit a comment: click on the comment to be edited. Then click inside the now blue comment to insert the cursor. Delete and/or add whatever text will make the comment what you want it to be. Click the Save button.

CAUTIONS: While the comment is blue, pressing any key will erase the entire comment. (Hint: if this happens you can exit without saving to restore it.) If you edit an English comment, its matching Spanish comment will need editing too.



Number	Comment
10	@ is enthusiastic about school and enjoys participating
12	El/ella se muestra entusiasmado(a) con la escuela.
13	y le gusta participar en las actividades escolares.

4. To delete a comment: click on the comment to delete. Click the Delete button. Click the Save button.
5. To add a comment: decide which comment you would like the new comment to follow and note the number of it. Click the Add button. (It doesn't matter where the blank line appears because you can control where it will end up with the number you type in the “Number” column.) Type a number that follows the number after which you want it to be placed. Type in the comment or copy/paste from “Comments to Copy and Paste” - 80 characters or less. Click the Save button. The next time you open the comments, they will be in numerical order.