

## *Infinite Campus Canned Comment Setup*

Due to a change in the global configuration of *Infinite Campus*, **ALL** teachers **MUST** individually choose to use the “canned comments” that are built into *Campus*. This must be done before you can enter comments for Progress Reports or Report Cards. Please follow the steps listed below.

1. From the navigation menu on the left of the *Infinite Campus* screen navigate to *Instruction* → *Admin* → *Preferences*. This will open the screen shown below.
2. Check “Use Canned Comments” on the list of “Teacher Preferences.”
3. Click on “Save” at the top of the “Preferences” tab.
4. Repeat this process for *each* class on your “Section” drop down list.

The screenshot shows the Infinite Campus web application interface. The navigation menu on the left is expanded to show 'Instruction' → 'Admin' → 'Preferences'. The main content area displays the 'Teacher Preference' form for Teacher KENNEDY. The 'Use Canned Comments' checkbox is checked. A 'Save' button is located at the top of the form. Callout boxes provide instructions: 'Navigate to *Instruction* → *Admin* → *Preferences*', 'Click on “Save.”', 'Check “Use Canned Comments.”', and 'Repeat these steps for *each* class on your “Sections” drop down list.'

**REMEMBER:**  
**This must be completed before comments can be entered on Progress Reports or Report Cards.**