How to Add the Comments Field in the Reports

1. Log into your Chalk and Wire account

2. Select the three vertical bars.

3. Select “Assessment”.

4. Select “Result Live”.


5. Go through the report settings and select the options that meet your needs.

6. Click the “Generate Report” button.

7. Click on the “Browse” link for the particular criterion name.
8. Left click on the line chart and select “Related Information”.

9. Select “Instrument Criterion Scores By Student/Date”.

10. Click the “Report Settings” link.
11. Scroll down to the Calculation Options section and turn on “Include Comments”.

12. Scroll down and click the “Apply” button.

13. Now you will see the comments fields for each of the criterion for each of the individual students.