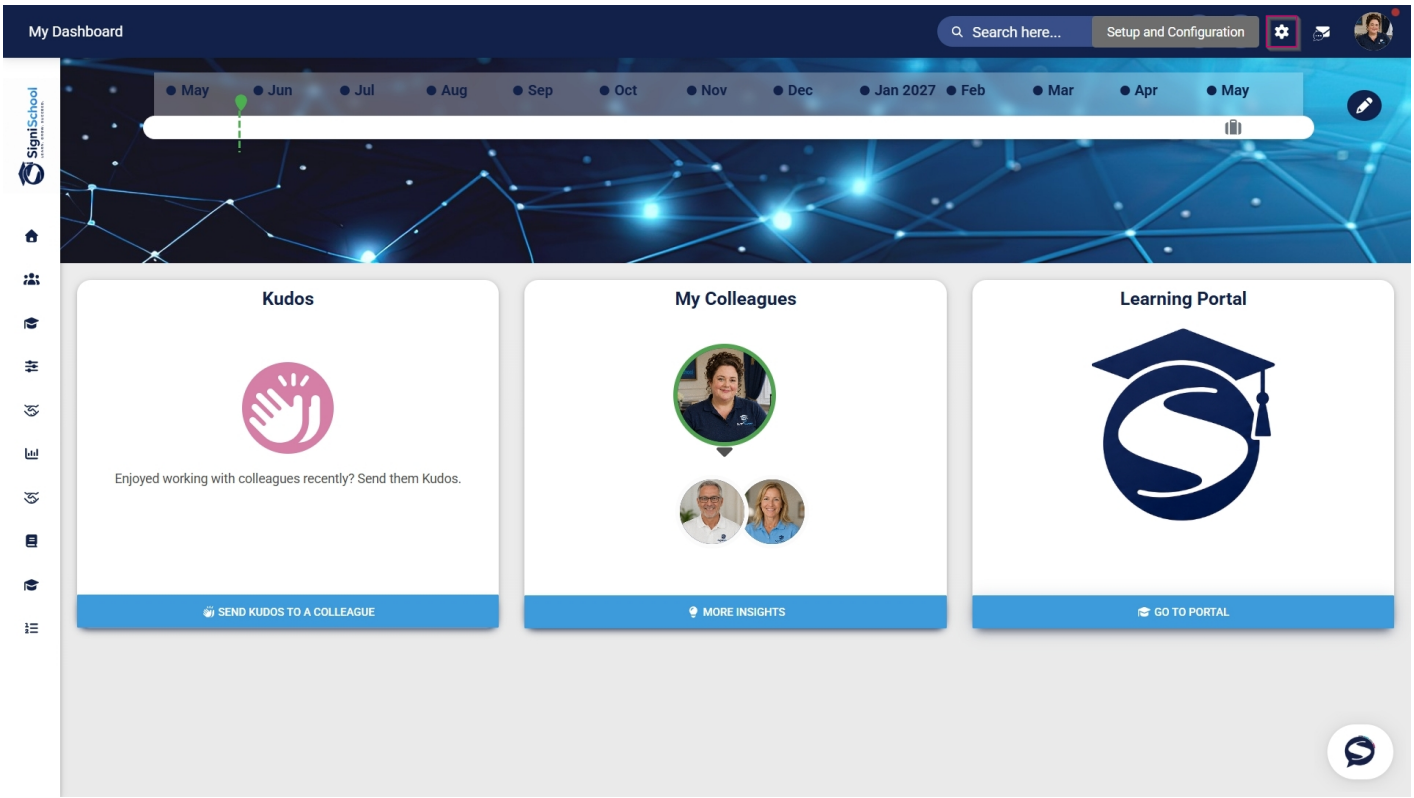
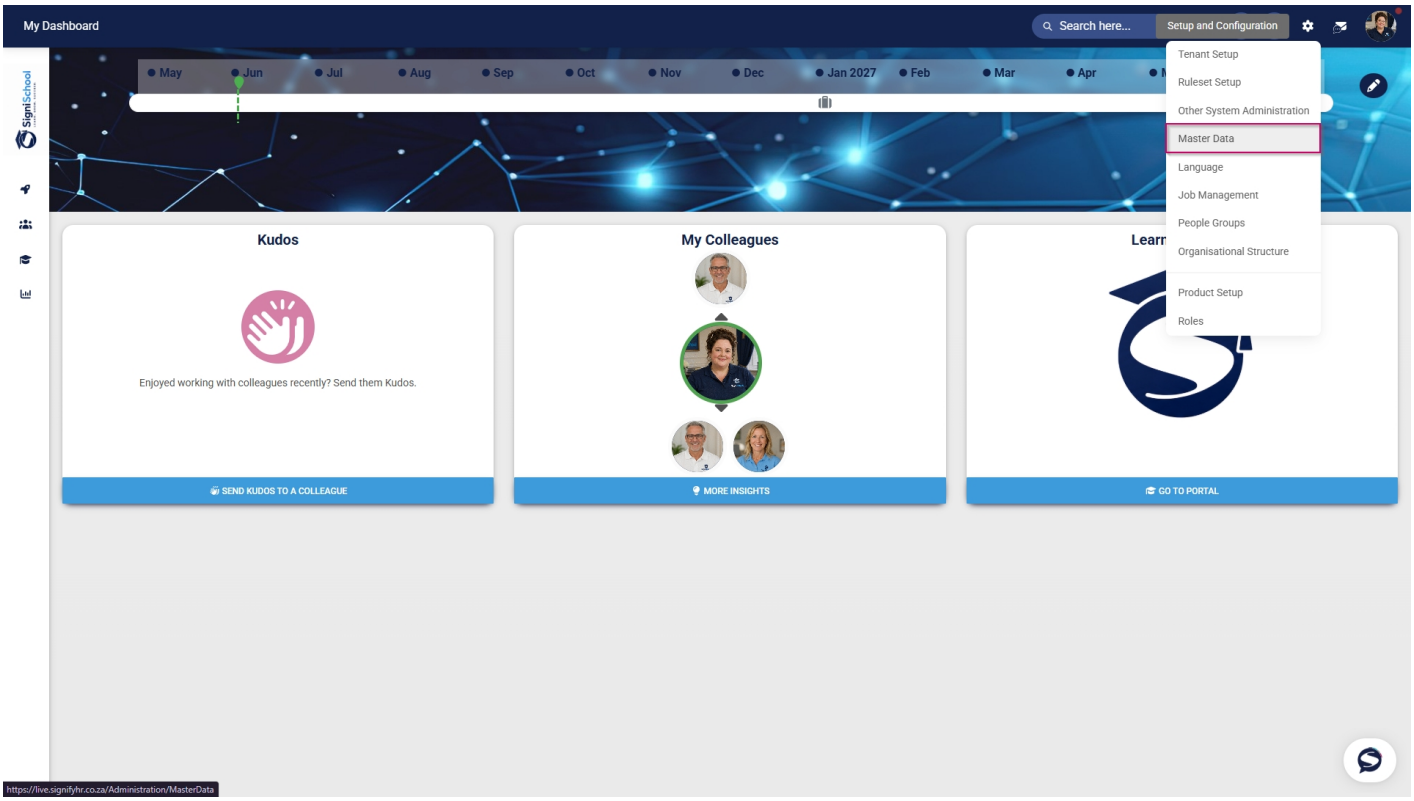
Compile Academic Report Comments

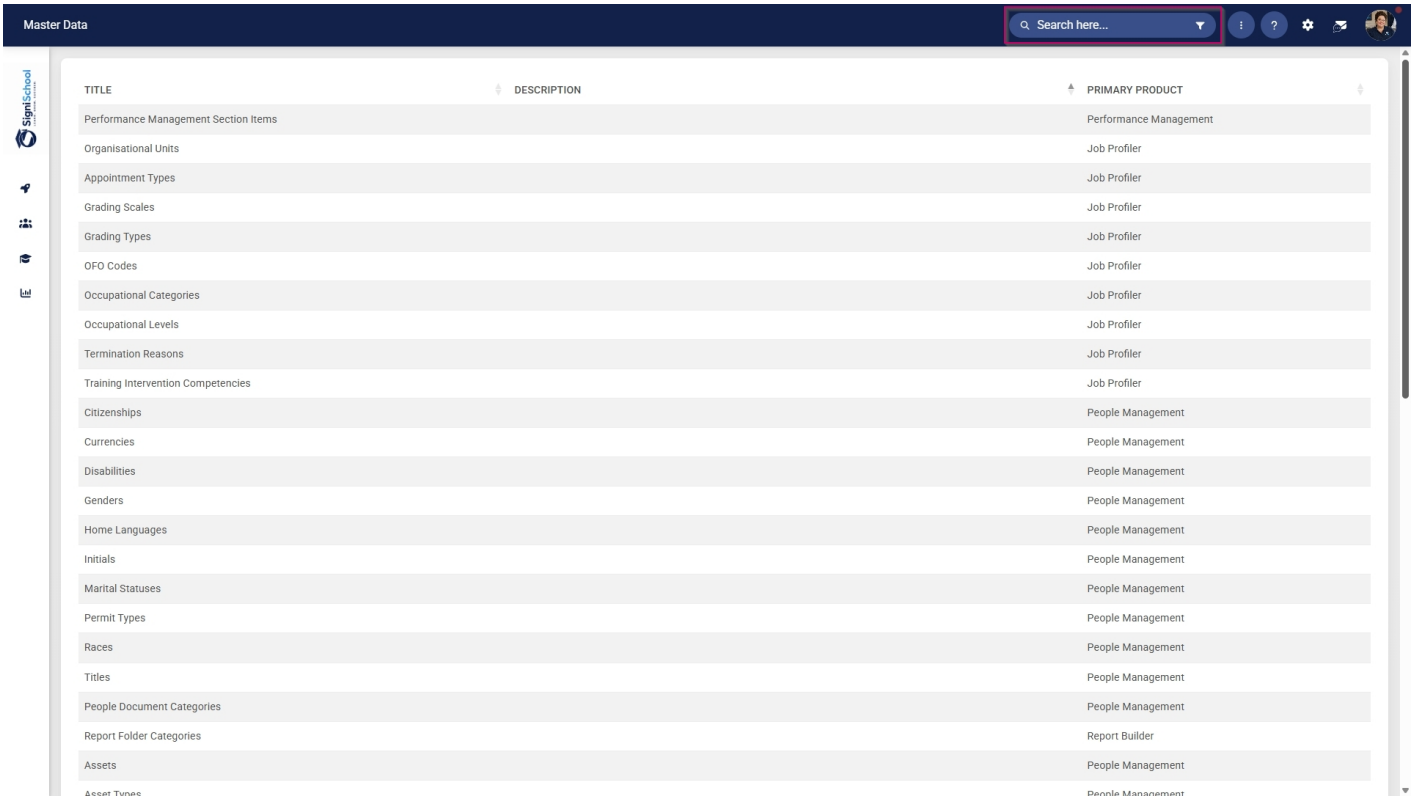
- Click the **gear icon** to access the **Setup and Configuration** menu.



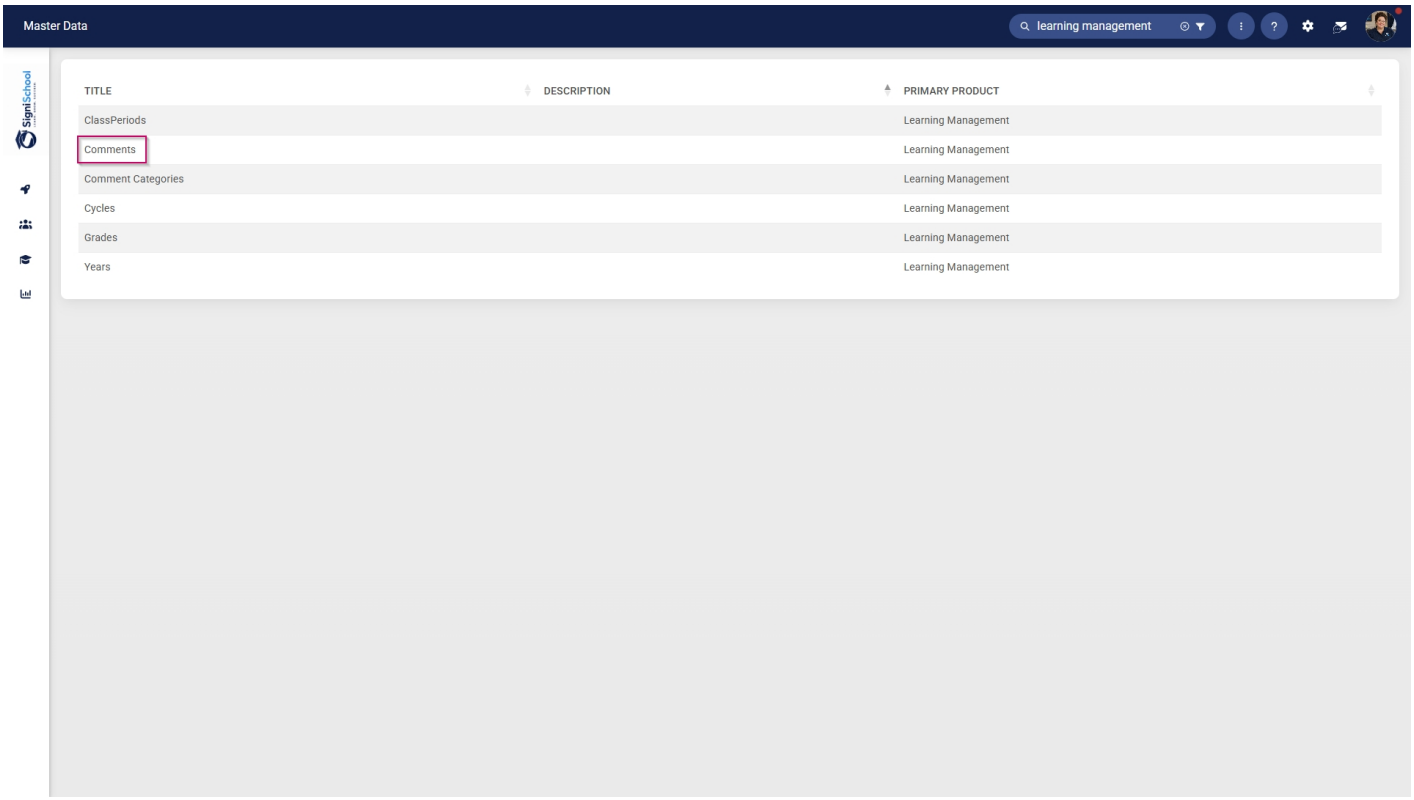
- Click **Master Data**.



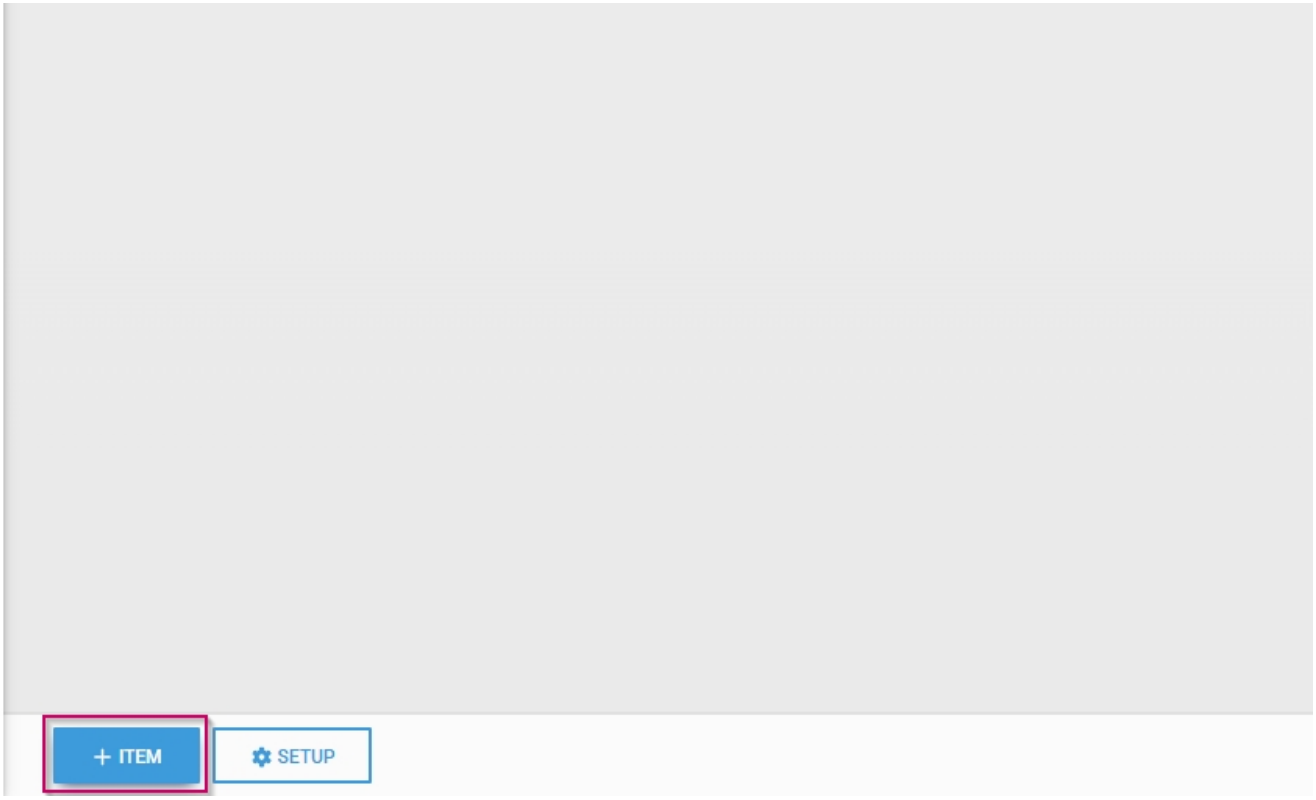
- The **Master Data Library** lists the categories for which administrators can create master data. Use the **search bar** at the top of the screen to filter the search results by **Learning Management**.



- Click on the **Comments** category to continue.

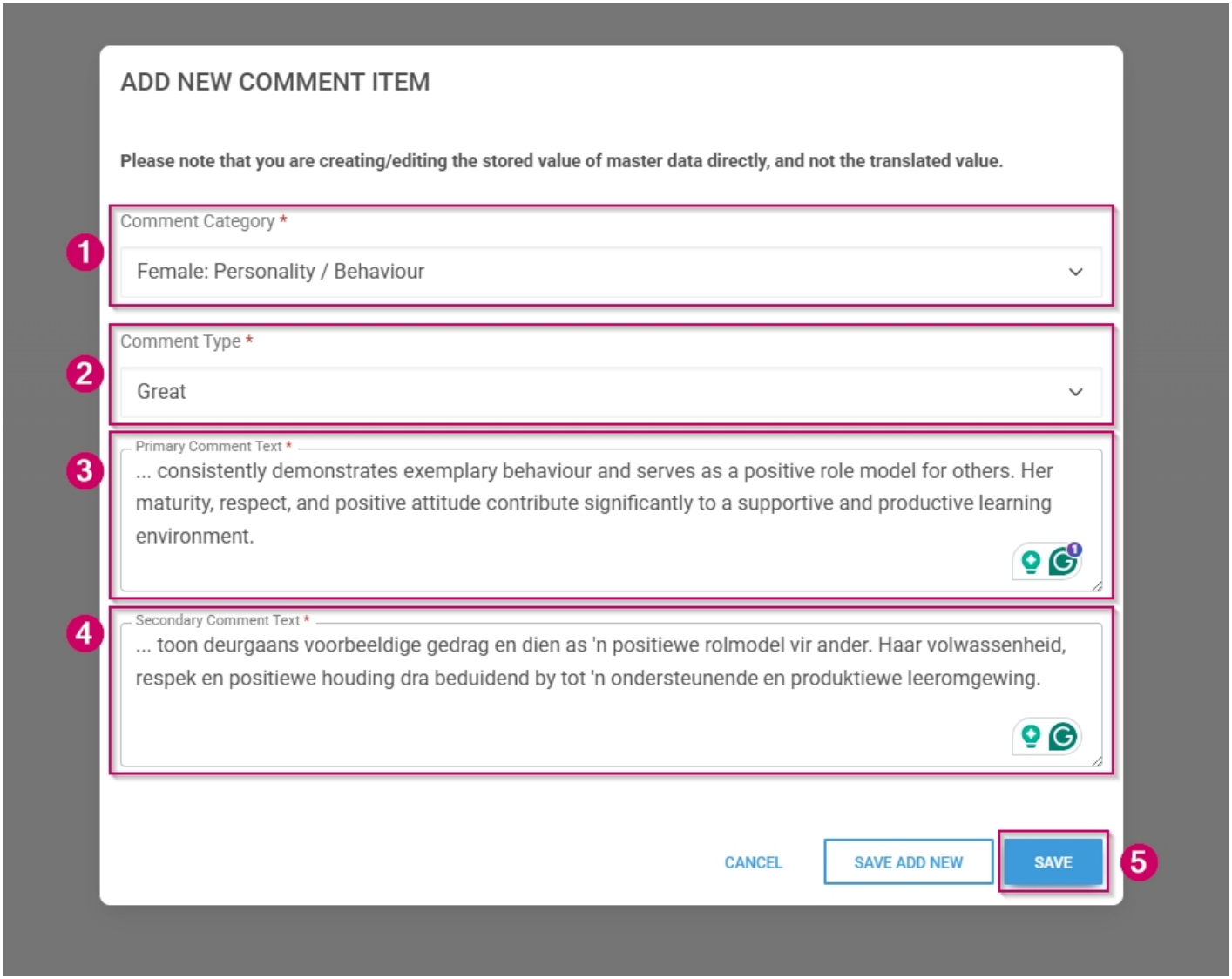


- To add a new master data item, click on **+ITEM**.

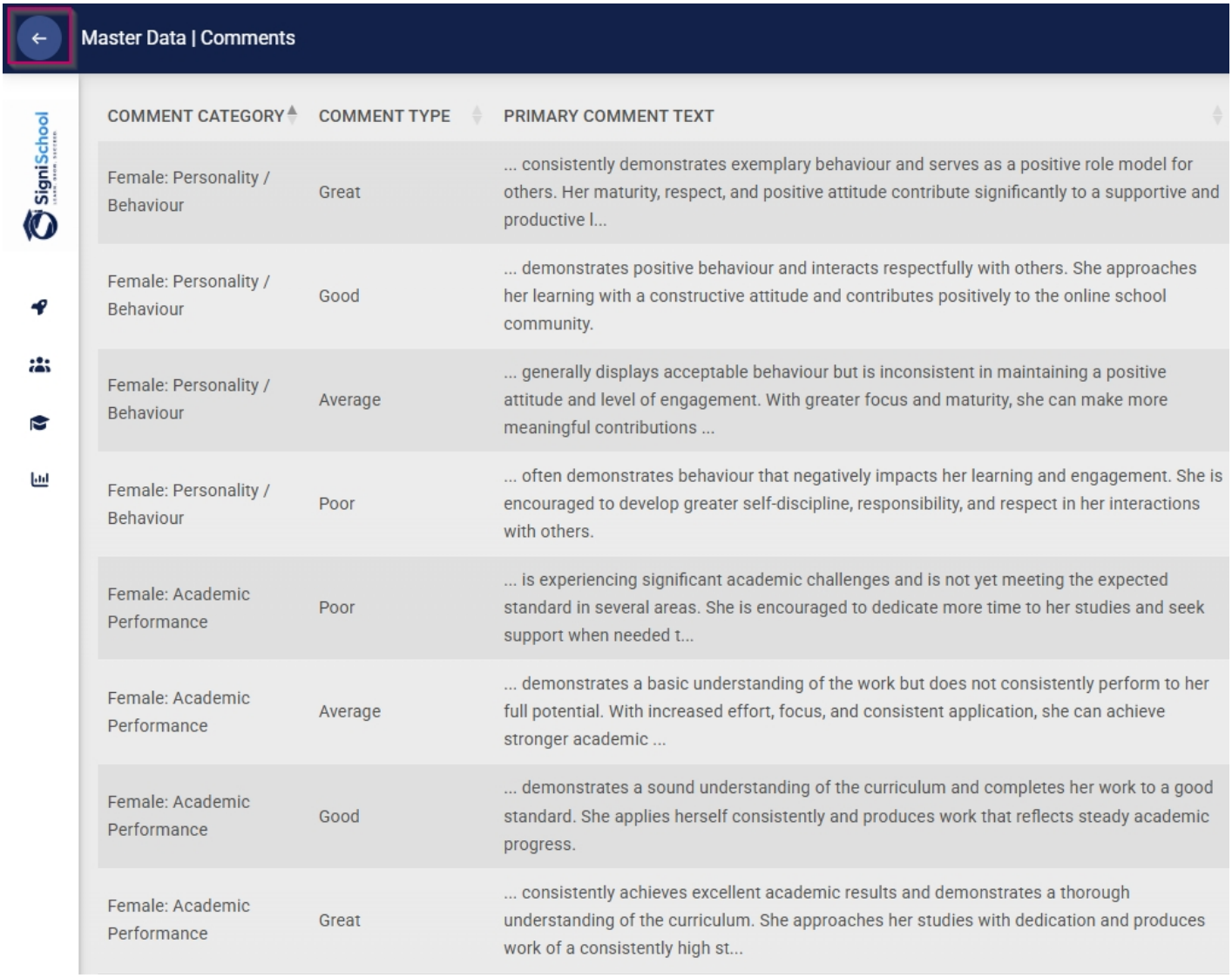


- From the **drop-down menu**, select the comment category.
- From the **drop-down menu**, select the comment type.
- Enter a comment in the primary language.
- Enter a comment in the secondary language.

- Click **SAVE** when you are finished, **SAVE ADD NEW** to add another master data item or click **CANCEL** to discard your edits.



- **Please note: Using an ellipsis (...) serves as a placeholder for the learner's name.**
- Click the **back arrow** to navigate back to the **Master Data Library** once you are finished.



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