View Comments

Comments are part of a students' official academic record, documenting their academic progress at different points in time. Access to comments is circumscribed by SPIRE security: you will only have access to those comment categories that your position entitles you to (e.g., staff in Academic Deans' Offices may not have access to financial comments, etc.).

Person Comment Summary

1. Some of the comments pages open in new browser windows. If you have pop-up blocking enabled, your browser will “read” these new windows as pop-ups and block them. You must allow pop-ups for SPIRE before you attempt to view comments. For instructions on how to allow pop-ups for SPIRE, consult your browser’s help feature and search using the phrase “allow pop-ups for a Web site”.

*Note:* Yahoo and Google navigation bars come with embedded pop-up blockers. Check under the URL field near the top of your browser window to see if you have a Yahoo or Google navigation bar. If you do, consult the Yahoo or Google navigation bar help information and then search using the phrase “allow pop-ups for a Web site”.

2. In the left *Menu*, go to *Comments > Comment Summary*. The Person Comment Summary search page will open.

3. On the Person Comment Summary search page:
   - In the *EmplID* field, enter the **8-digit ID** of the student whose comments you wish to see. If you do not know this ID, enter the student’s name in the *First Name* and *Last Name* fields.
   - Click **Search**. *Note:* If your student has a common name or you filled out only one of the name fields, SPIRE may first return a list of possible matches. Click any of the links associated with your student to proceed.

4. The *Comment Summary* tab for this student will open. Leave all the *Selection Criteria* blank, and click **Search**. SPIRE will return all the comments that you have access to for this student.
5. On the Comment Summary tab, under Search Results:

- On the Comment Category tab, links to individual comments will appear in chronological order, starting with the most recent. Double-check the order by reviewing the Sequence column.
- Click the Comment ID tab to view the name of the person who entered a comment. Click the Expand button to get a single view of both tabs.
- To see the contents of any comment on the list, click View. The Personal Comment Entry page will open in a new browser window.