

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

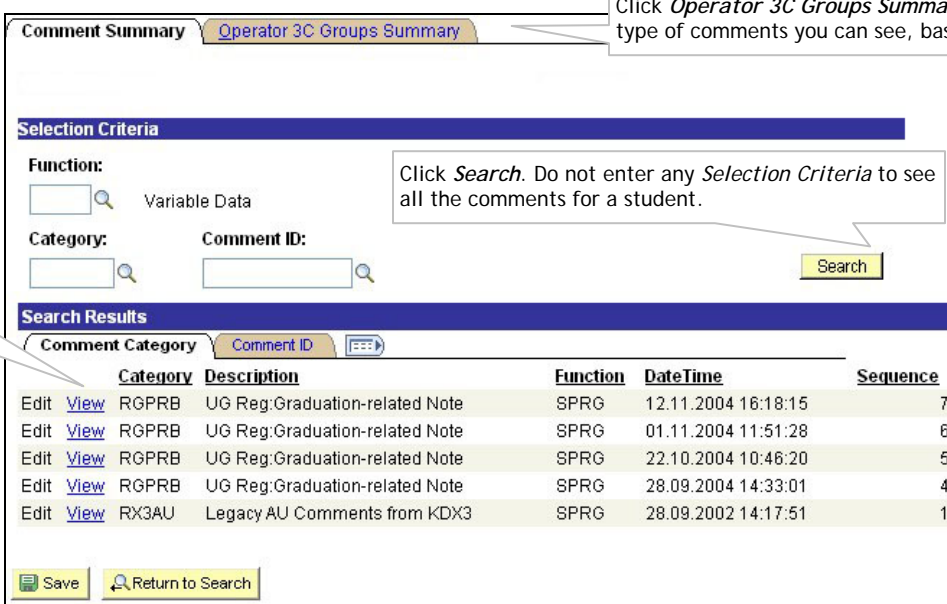
1. Some of the comments pages open in new browser windows. If you have pop-up blocking enabled, your browser will "read" these new windows as pop-ups and block them. You must allow pop-ups for SPIRE before you attempt to view comments. For instructions on how to allow pop-ups for SPIRE, consult your 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 *EmpID* 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 . **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 . 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.



Click *Operator 3C Groups Summary* to find out what type of comments you can see, based on your security.

Click *Search*. Do not enter any *Selection Criteria* to see all the comments for a student.


Click *View* to see the contents of a comment.

Selection Criteria

Function: Variable Data

Category: Comment ID:

Search Results

[Comment Category](#) [Comment ID](#) 

	Category	Description	Function	DateTime	Sequence
Edit View	RGPRB	UG Reg:Graduation-related Note	SPRG	12.11.2004 16:18:15	7
Edit View	RGPRB	UG Reg:Graduation-related Note	SPRG	01.11.2004 11:51:28	6
Edit View	RGPRB	UG Reg:Graduation-related Note	SPRG	22.10.2004 10:46:20	5
Edit View	RGPRB	UG Reg:Graduation-related Note	SPRG	28.09.2004 14:33:01	4
Edit View	RX3AU	Legacy AU Comments from KDX3	SPRG	28.09.2002 14:17:51	1