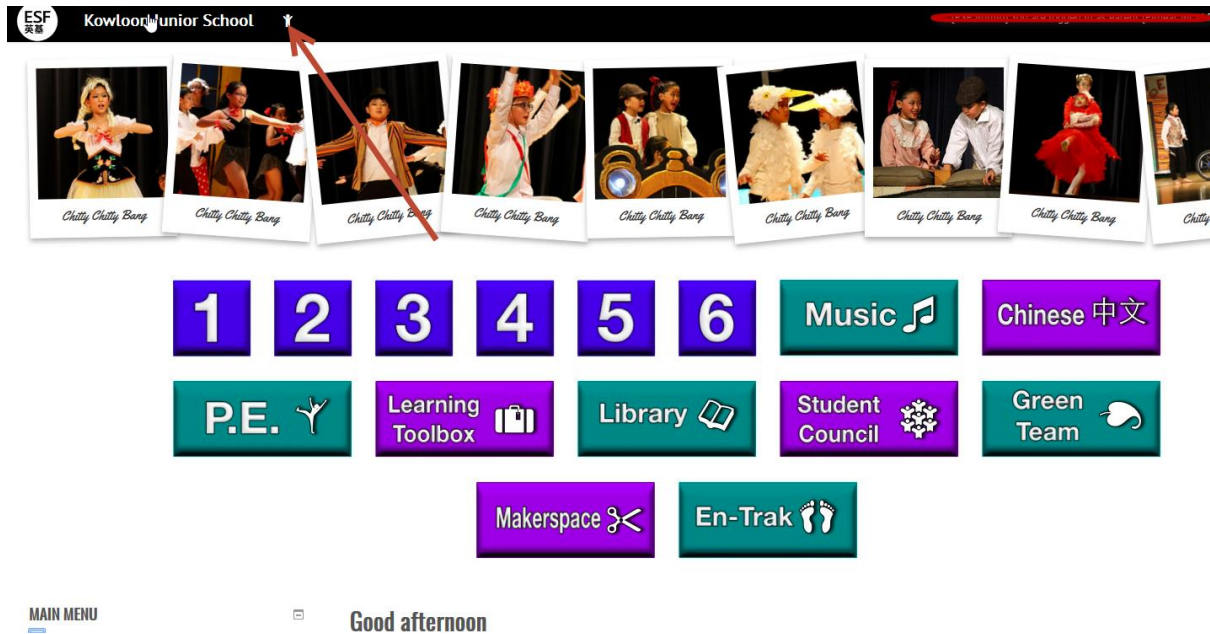
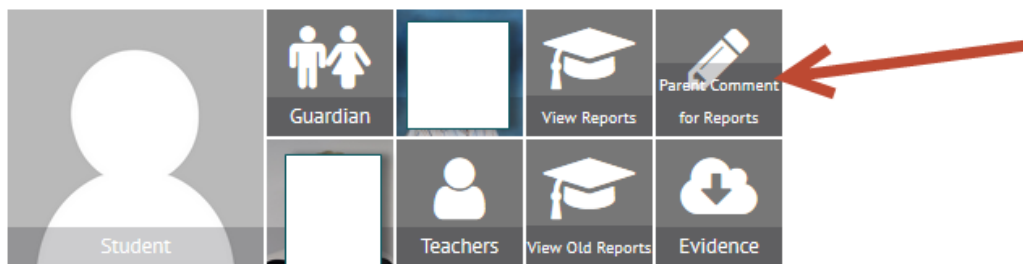


Add Parent Comments to Report

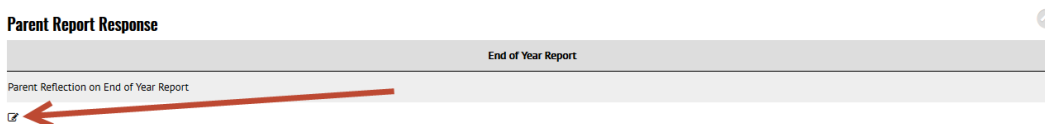
1. Go to SPLAT: <https://splat.kjs.edu.hk/>
2. Log-in using username and password provided
3. You will arrive at the home page. Click on the person icon to visit the student summary page:



4. When on the summary page, click on the tile 'Parent Comment for Reports'



5. Alternatively you can scroll down and find this section:



Click on the pencil and start typing your comment. It is saved automatically when you click out of the text box, so **NO NEED TO FIND A SAVE BUTTON**.

6. If you have more than one child in KJS, scroll back to the top of the summary page and use the switcher on the top right of th page to visit the summary page of any of your other children and follow the steps from point 4.