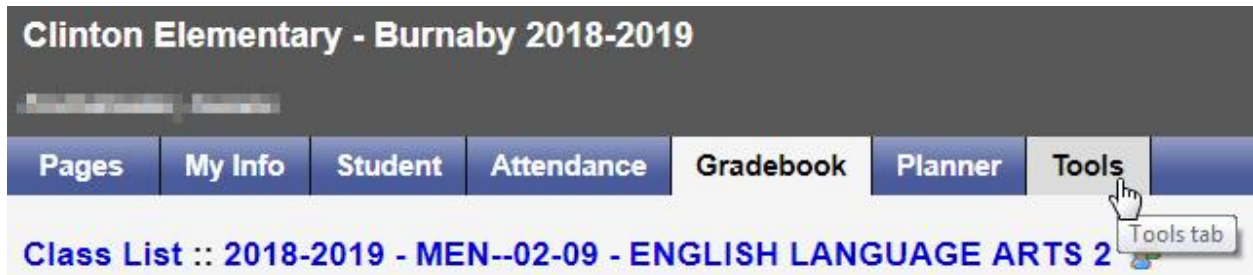


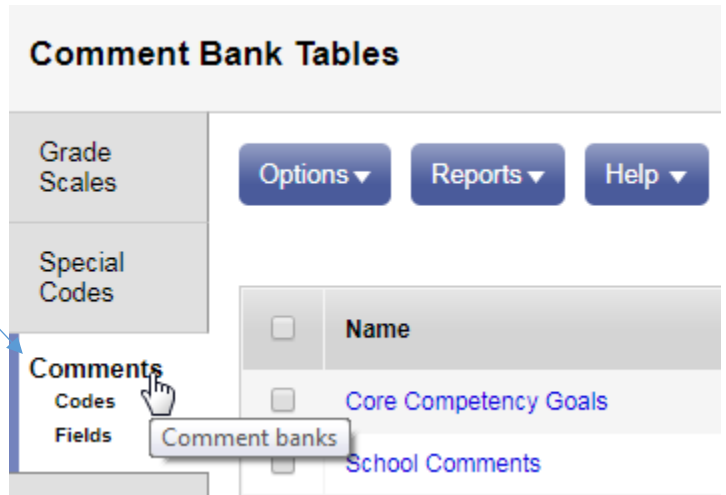
# Elementary Report Card Management in Comment Bank

## Adding Comments to the Comment Bank

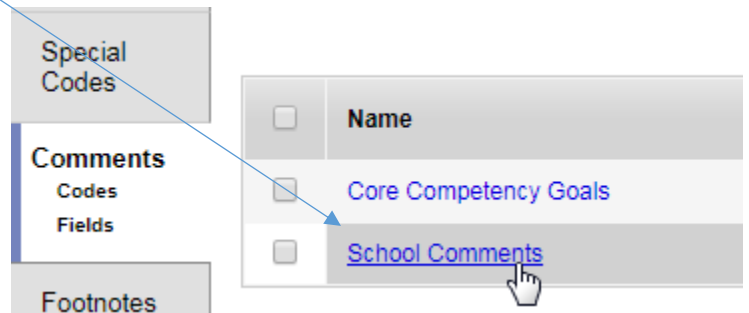
A. To add comments to the comment bank, click on the Tools Menu on the top tab.



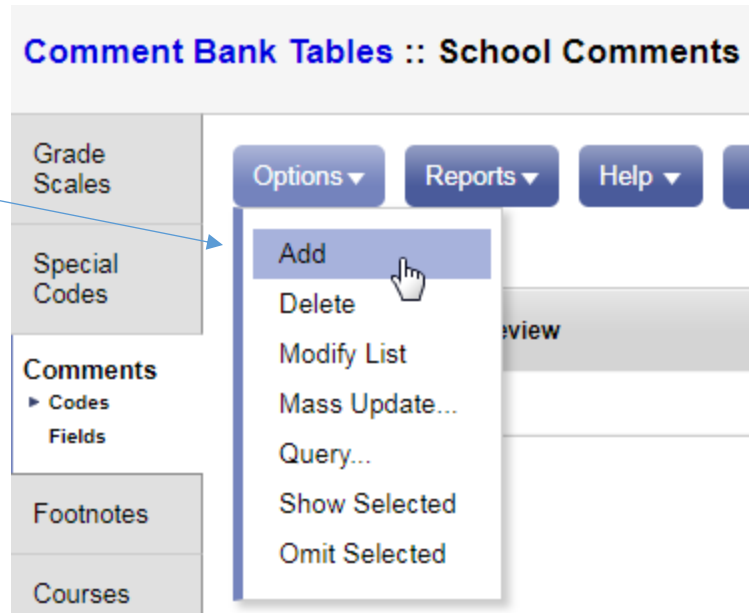
B. Click on the **Comments** Link on the side tab



C. Click on the **School Comments** Link



D. In the Options menu, click on the **Add Link**



E. To create a comment for the comment bank, 4 fields must be filled out.

The ID is a numerical value that we recommend using 3 digits. i.e. 1 = 001.

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The Comment Preview is a short excerpt of your comment.

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The Comment is the full comment.

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The Category is a group name for all comments in that group.

F. Here is an example of a completed Comment Form. Press save when you are completed.

The screenshot shows a web form with a sidebar on the left and a main content area on the right. The sidebar contains the following labels: "ID \*", "Comment Preview \*", "Comment \*", "Category 1 \*", "Category 2", "Category 3", and "Disabled indicator". The main content area contains the following fields: "ID" with the value "001", "Comment Preview" with the value "Clear and Organized", "Comment" with a multi-line text area containing the text "`{{person.firstName}}` presents information clearly and in an organized way.", "Category 1" with the value "Communication", "Category 2" (empty), "Category 3" (empty), and "Disabled indicator" with an unchecked checkbox. At the bottom of the form are two buttons: "Save" and "Cancel". A mouse cursor is pointing at the "Save" button.

**Note 1:** You could put multiple lines for the comment

**Note 2:** You can use the shortcode `{{person.firstName}}` to automatically add the first name of the student.

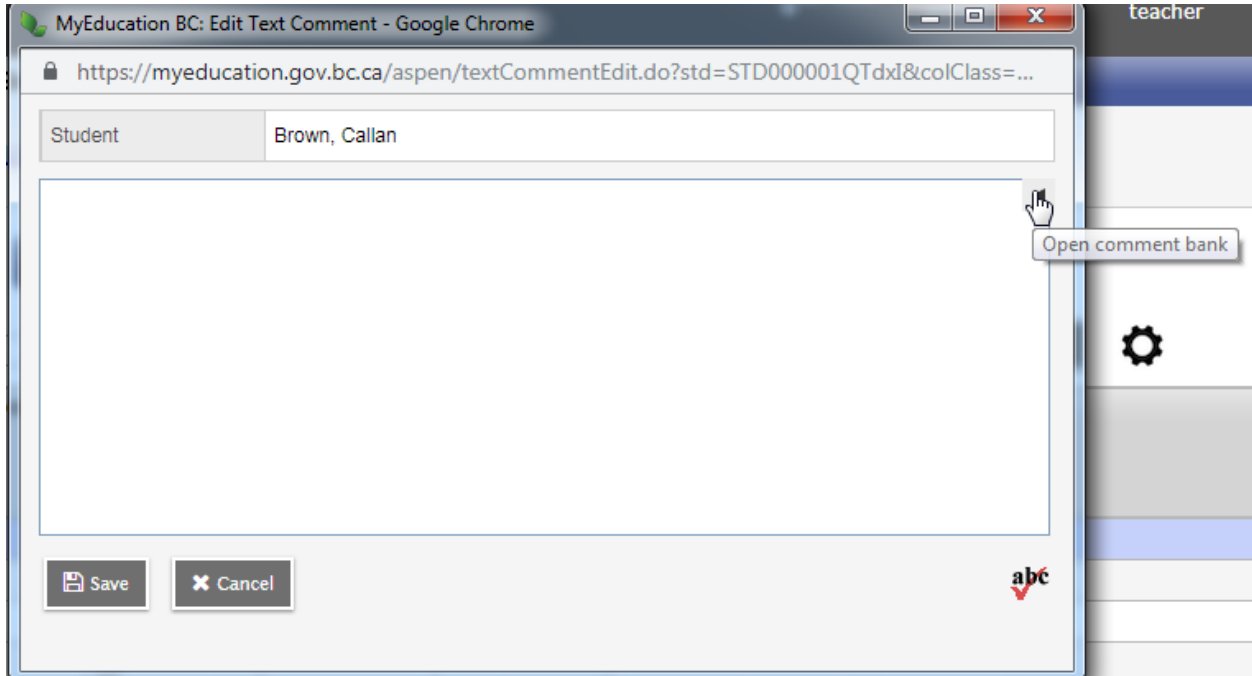
**Note 3:** You can use unlimited categories that could group by Term. For example: Term 1 – behaviour

**Note 4:** Make sure to type the category name exactly the same for each comment group.

**To add more comments, go back to Step D and repeat.**

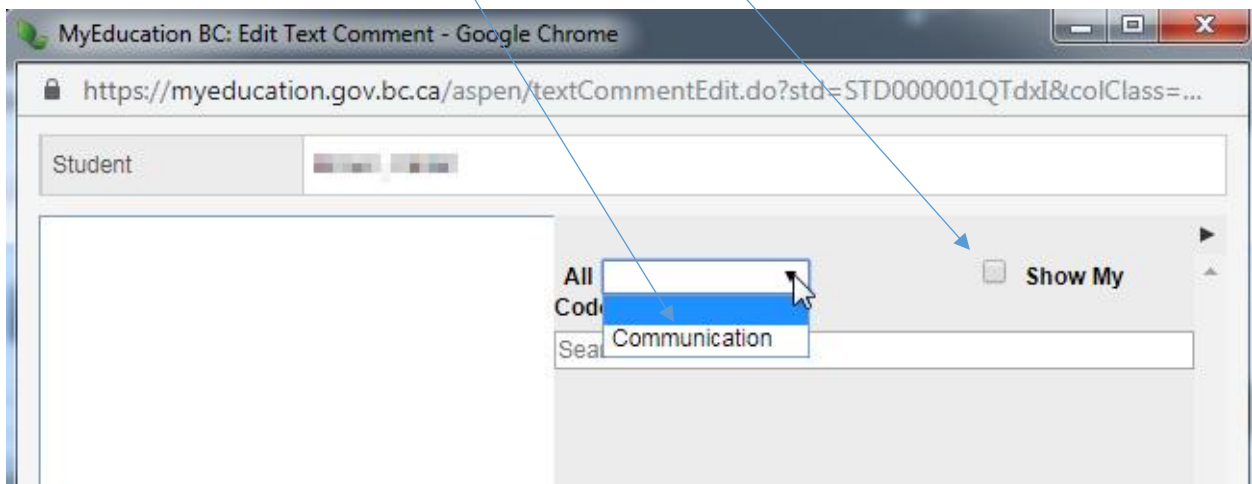
## Using the Comment Bank

A. Open the comment box, and click the arrow on the right side

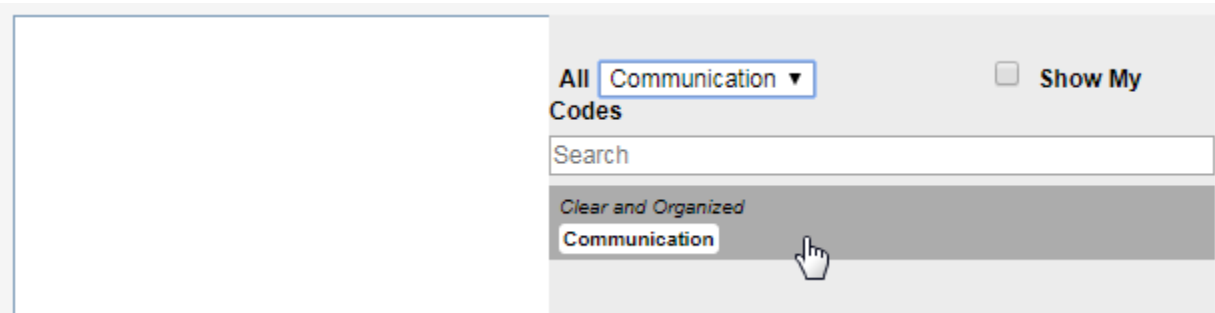


B. Click on the dropdown arrow in the half window and select your Category.

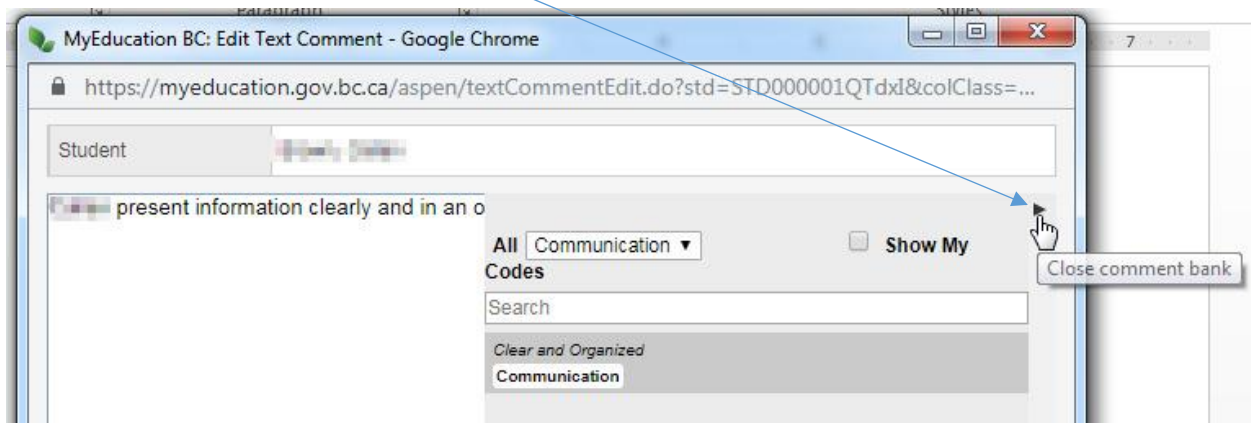
[Note: You may have to click on the Show My Codes checkbox]



C. Click on the specific comment in that category



D. The comment will add into the comment area. Close the half window by clicking the close comment bank arrow.



You can continue to add or modify the comment. Make sure to Save!

