



**Comment Bank - Extras**

**Hiding Comments**

This is for when you are done a Term and want to temporarily hide comments so that you are only pulling up the current comments when writing report cards.

'Tools' top tab - 'Comments' side tab - Click on the blue words 'District Comments'. You will now see all of your comments (note that they may go over more than one page).

'Options' - 'Modify List' - you will now see little pencils appear above a number of columns

Click on the pencil above the 'Disabled' column. You will now see a green checkmark and a red X at the top and little checkboxes in the column.

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Disabled	
	N

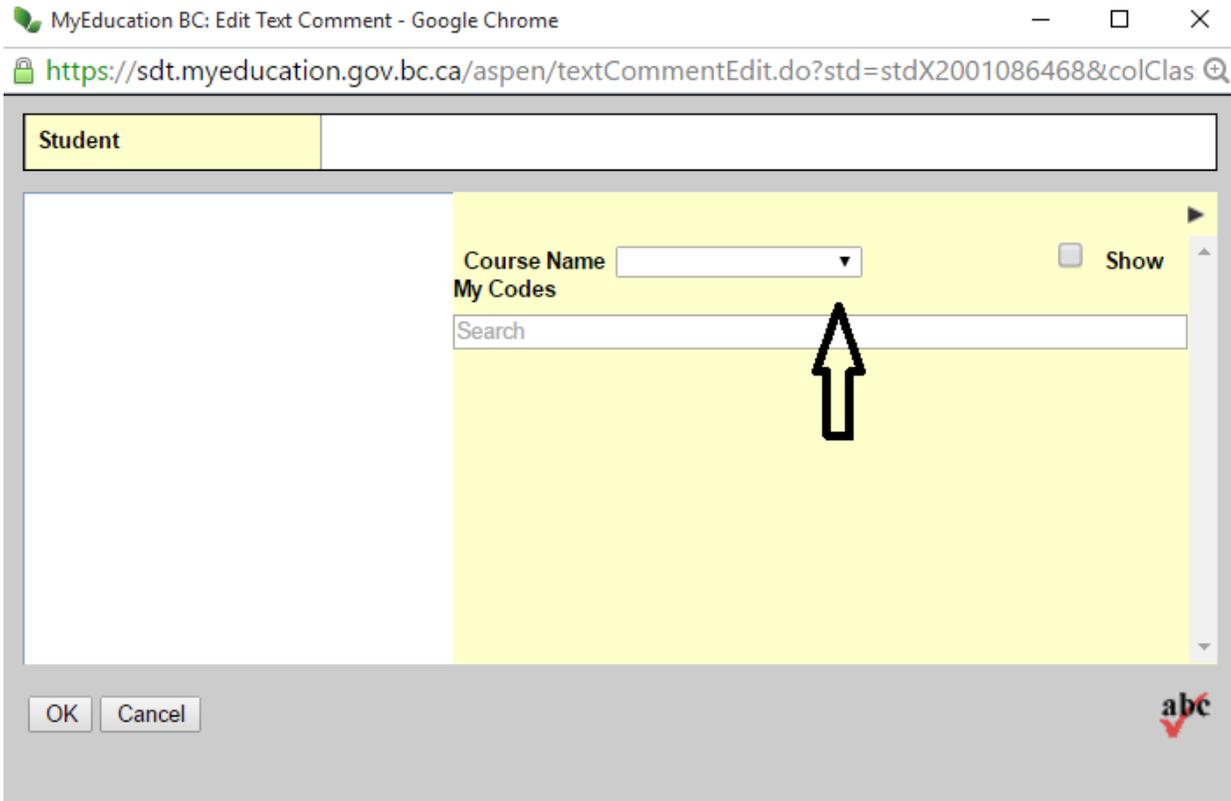
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Disabled	
	<input checked="" type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Check the boxes of the comments you want to hide (NOTE - you have to do this page by page....so if you have a lot of comments, work on one page at a time, repeat the process for each page). Once you have checked all the comments on that page that you want to hide, click the green checkmark at the top. Those comments will now be disabled.

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Now when you are writing report cards and you click on the little arrow in the top right hand corner to bring up your comments, only enabled comments will show in your selection.



To enable comments that have previously been disabled, once you are on the spot where your comments are all showing (see 'Hiding Comments' above), make sure your filter is on 'All Codes'. Then you can see all comments to choose to enable or disable them.

**Tips and Tricks**

1) Give an ID that is unique to each comment. In the document 'Comment Bank - Building'. Use a number ID that is different for each comment. The unique ID will keep comments from being mixed up with other comments that are similar and will allow MyEdBC to save/store/retrieve comments accurately and without errors (you can change your ID now if you have created comments that have the same or similar IDs).



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2) Create 'banks' of comments. For instance, use 001 as DPA, 002 - 030 for Social Responsibility, 031-060 for Reading etc. Choose how many numbers you want to use for each 'chunk' of comments (more is probably better) but this way there is room for adding extra comments in amongst the ones that are already numbered. For example: in Term 1 I did up 7 Social Responsibility comments and numbered them from 002-007. Now that I am in Term 2, I want the new Social Responsibility comments to be located by the Term 1 ones. Because I left room in the bank of numbers I reserved, I can now number them somewhere between 008-040 (maybe I want to leave room to do a few more Term 1 comments for next year so I start my Term 2 comments at 010). Sample screenshot below (not all the subjects are listed).

3) Create a comment with the ID '000'. In that comment, paste ONLY the codes used for 'his/her' etc. That way you don't need to go back and forth between documents to copy/paste. In this same comment, you can put the range of numbers that you are using for each subject so that you always know what subject has what bank of numbers (see Tip 2).

Save Cancel

<b>ID *</b>	<input type="text" value="000"/>
<b>Comment Preview *</b>	<input type="text" value="Comment Codes and Banks of Numbers"/>
<b>Comment *</b>	<p>First Name (legal) - {{person.firstName titlecase}} - this will pull their legal first name.          It will also capitalize both names in a double first name          First Name (usual) - {{person.fieldC001 capitalize}} - this will pull their usual first name          He/She - {{person.genderCode gender:he, she, they lower capitalize}}          he/she - {{person.genderCode gender:he, she lower}}          His/Her - {{person.genderCode gender:his, her lower capitalize}}          his/her - {{person.genderCode gender:his, her lower}}          himself/herself - {{person.genderCode gender:himself, herself lower}}          him/her - {{person.genderCode gender:him, her lower}}</p> <p>Comment Bank: 001 DPA, 002-040 Social Responsibility, 041-080 Reading, 081-120 Writing,</p>
<b>Category 1 *</b>	<input type="text" value="Comments and Banks of Numbers"/>
<b>Category 2</b>	<input type="text"/>

4) You can print your comment bank if you want to look at your comments on paper. Once you are looking at all your comments (Tools TT, Comments ST, click on District Comments) go to 'reports' and 'quick report' . This will bring up a pop up window. Check 'new report' and then 'next' at the bottom. Report type should be 'simple' click 'next'. 'Available fields' should be showing. Click on 'comment' and then 'add' in the middle. I would also remove the 'owner' from the 'selected fields' box by clicking on it and then clicking on 'remove' in the middle. Select 'next' from the bottom. This brings up the screen that is called 'Quick Report Sort Order'. You can just click 'finish' at the bottom if you want to go right to the print screen.

5) When copying/pasting from Word to MyEdBC, do CTRL + C to copy but do CTRL + Shift + V to paste. This will aid in removing any background formatting commands. If you are finding spaces or strange code showing up in a comment, you can 'clean' it by copying/pasting to Notepad and then copying/pasting back into MyEdBC.