



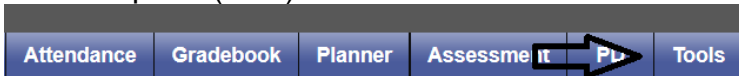
Comment Bank - Building

MyEdBC Personal Comment Bank

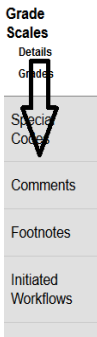
In the beginning – Either you are copying/pasting from Websharp OR you have moved all your comments to a Word doc or Google doc or some other word processing program. Note that if you have moved your comments to a word processing program, you will be able to use the Find/Replace function to replace *Name* etc. with the coding from MyEdBC (see ‘tips’ down below)

Step One:

‘Tools’ top tab (click)



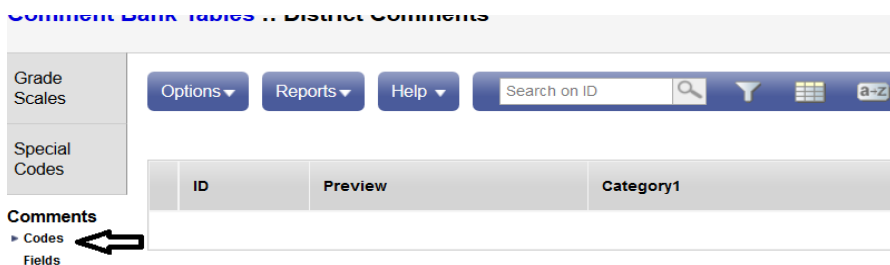
‘Comments’ side tab (click)



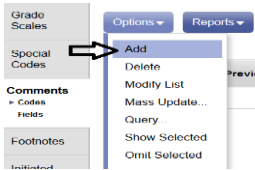
‘District Comments’ (click on the blue hyperlink)



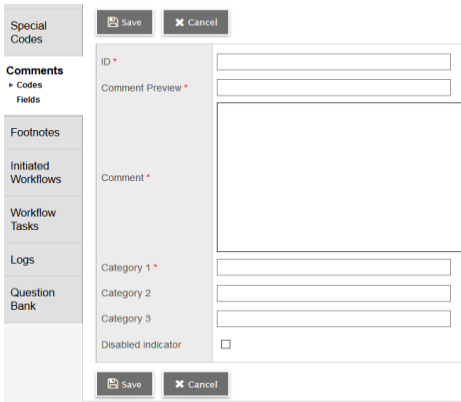
This will open up a screen that is empty OR has a list of comments you have previously made. Your side tab now has an arrow beside ‘Codes’



Go click on ‘Options’ and click on ‘Add’

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This brings up the blank Comment area that you can now fill out.



Once you have filled this out and clicked 'Save' you can go back up to 'Options' 'Add' to do another one. Step Two is how to fill out.

Step Two:

Fill in the fields : **ID** (eg) 001, 002 etc - this is not what you will use to find your comment later on but the program does require something to be put here. Make it unique for each comment.

Comment Preview (eg) works independently, not in group - this is a snapshot sentence that only you will be able to see when your comments are listed. Helps you find the comment you want. Be brief.

Comment (you can write your own OR this is where you copy/paste from some sort of word processing program)

Categories (eg) Social Responsibility - Category 1 is the most important as it is the one that will show up on a dropdown menu later on. Our suggestion is to use it for subjects. The other two categories are up to you as it is how you like to organize them. **SAVE.** (you have now just saved your first comment in your comment bank) *Note – use the exact same wording in your category 1 when you are creating more than one comment for that subject

Tips:

- The category 1 label is the most important. Use it as a subject label. It is what will show up in the pulldown menu.
- The preview sentence is a short snapshot of what your comment is.



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- The ID is just for the software and does not appear again unless you are wanting to insert numbered comments (like high school). Make it unique for each comment.
- For your comments, there is no *Name*. You have to now use code. You can copy/paste these (the part after the dash only) rather than having to memorize them.
- If you saved your comments in a google doc or word, use 'find/replace' to find all of your *Name* or *his/her* etc and replace with the code below. Saves you time.

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}}

You can also freehand type comments anytime. You don't have to use a comment bank.

To copy:

CTRL + C is Copy for word processing programs

To paste:

When pasting from WORD to the comment bank you have to do CTRL + SHIFT + V This will help to remove any background formatting commands. If they are still showing up in your pasted comments, you can copy/paste your comment TO Notepad (it has no background formatting) to 'clean' it and then copy FROM Notepad to your comment bank or report card.

Pasting from Google Doc CTRL + V

See 'Comment Bank - Using' for how to insert comments into report cards.