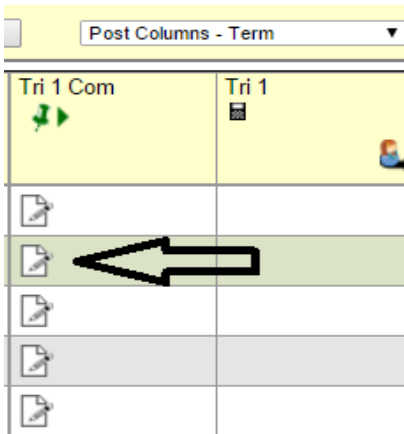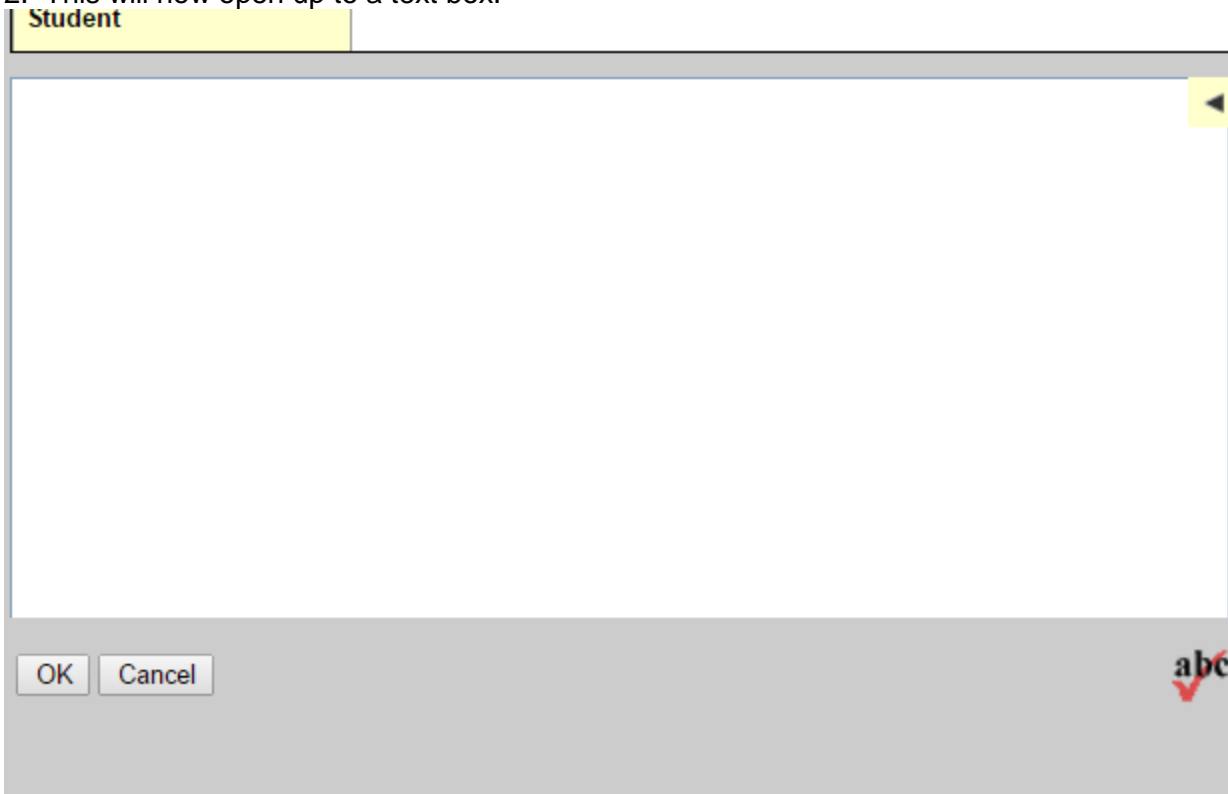How to Use Your Comment Bank

1. Click on the paper where you will be writing a comment for a student (in any subject for which you have built a comment bank). See 'Comment Bank - Building' and 'Report Cards- basics' on the myed73.sd73.bc.ca page under the teachers folder.
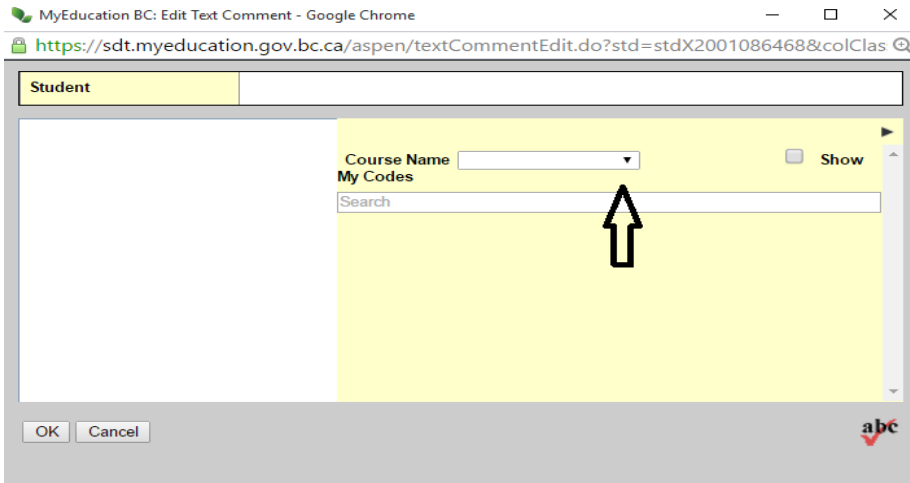

2. This will now open up to a text box.

3. Click on the black arrow on the top right hand corner. This will bring up a window that you can view your already built comment bank.

4. Click on the dropdown arrow to bring up the topics/preview sentences for your built comment bank.

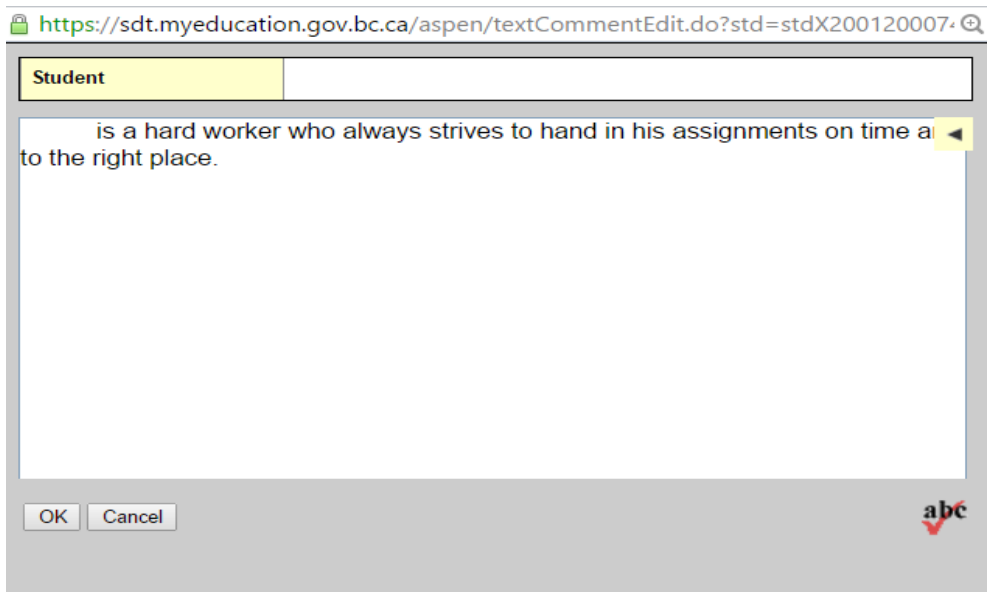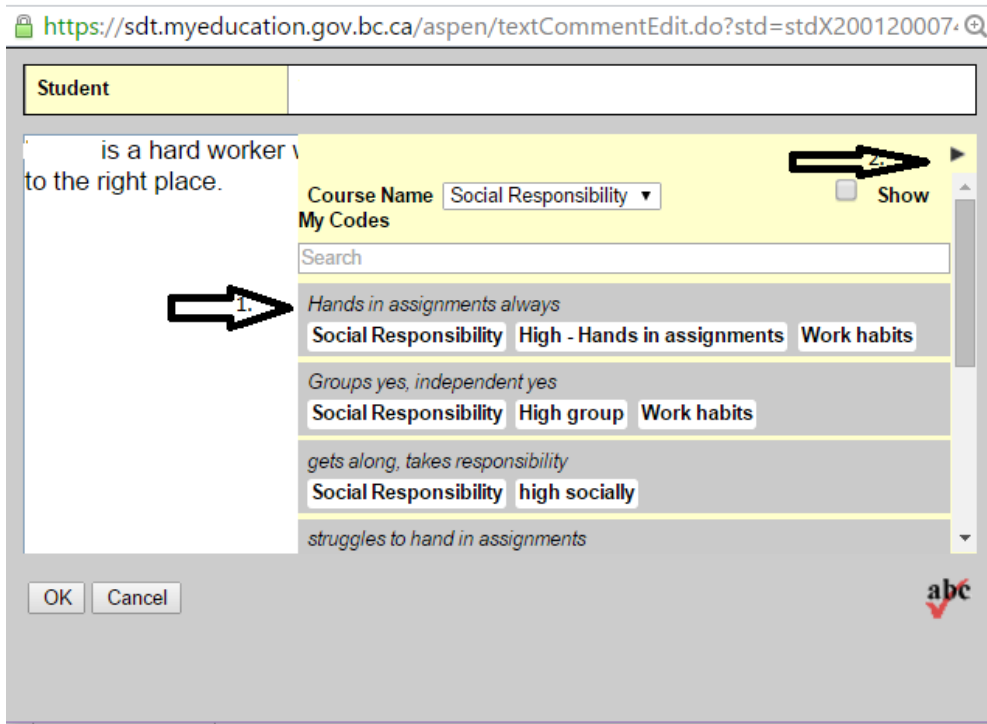In this case I chose Social Responsibility so it brought up my preview sentence and categories (same as the labels in Websharp).
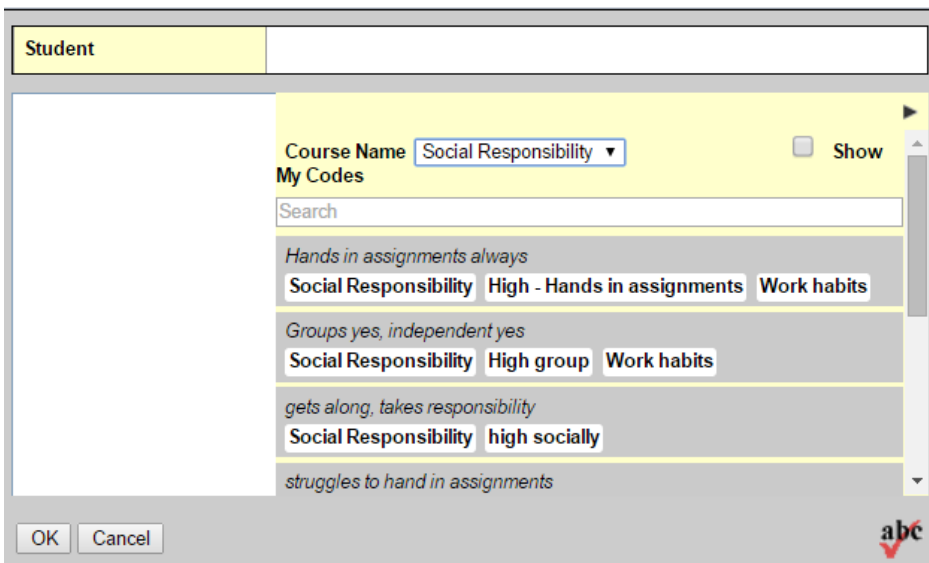
5. Click on the grey bar of the comment you want and it will be inserted into the student's comment area. If you would like to view the whole thing, click the arrow in the top right hand corner and it will show the comment area in its entirety.

6. Click 'ok' and the comment area for the student in that subject will now have little blue lines on it. This lets you know you have inserted text.
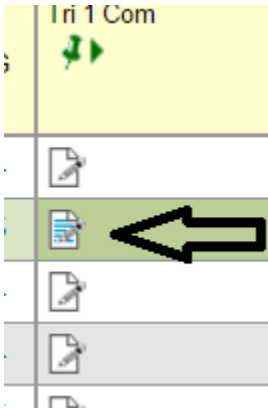
Tip:
Once you have put some text in a comment you can 'Ctrl + D' and this will fill down the same comment for everyone below. Be warned….it does not change the student's name or the his/her etc. You will need to go into each one and change it. If you did this and now want to erase it for everyone, make the top student's comment area blank (click in and erase the writing and click 'ok'). Now you can 'Ctrl + D' and this will blank out all the comments below that student.

There is no ability to 'broadcast' to certain students at the same time like there was in Websharp.