# Middle/High School - Creating a Personal Comment Bank

Entering in a comment

1. Click the **Tools** top tab, **Comments** Side Tab, then **School Comments**



2. Click **Options**, then **Add**



3. To enter more comments, click **Options**, then **Add**

**Special Codes –** Use these codes to have the correct name/pronoun appearing on the comment

| | |
|---|---|
| Legal First Name | {{person.firstName|titlecase}} |
| Usual First Name | {{person.fieldC001|titlecase}} |
| his, her, their | {{person.genderCode|gender:his, her, their|lower}} |
| he, she, they | {{person.genderCode|gender:he, she, they|lower}} |
| He, She, They | {{person.genderCode|gender:he, she, they|lower|capitalize}} |
| himself, herself, their self | {{person.genderCode|gender:himself, herself, their self|lower}} |