



Middle/High School - Creating a Personal Comment Bank

Entering in a comment

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

The screenshot shows the MyEd 73 navigation menu with tabs: Pages, My Info, Student, Attendance, Gradebook, Planner, Assessment, PD, and Tools (circled in red with a '1'). Below the menu is the 'Comment Bank Tables' section. On the left sidebar, 'Comments' is circled in blue with a '2.'. The main table has a header with 'Name', 'Category1', and 'Category2'. A row is visible with 'School Comments' circled in blue with a '3', 'Category 1', and 'Subject'. The table shows '0 of' items.

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

The screenshot shows the 'New Comment Bank Code' form. Annotations include: 1. ID field with '1' and note '1. Enter an identifier code. It must be unique for each comment'; 2. Comment Preview field with 'Improved attitude' and note '2. Preview is a short version of the comment that will appear in the selection box when selecting a comment'; 3. Full comment text area with 'Improved attitude.' and note '3. Write full comment here'; 4. Category 1 dropdown with note '4. Your comment must be placed in a category. Use a label that makes sense to you'; 5. Category 2 dropdown with note '5. Optional category'; 6. Category 3 dropdown with note '6. Optional category'; 7. Save button with note '7. Save your comment'.

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}} |