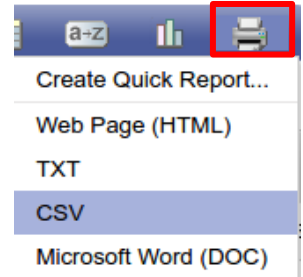


# CREATING A TEACHER COMMENT BANK

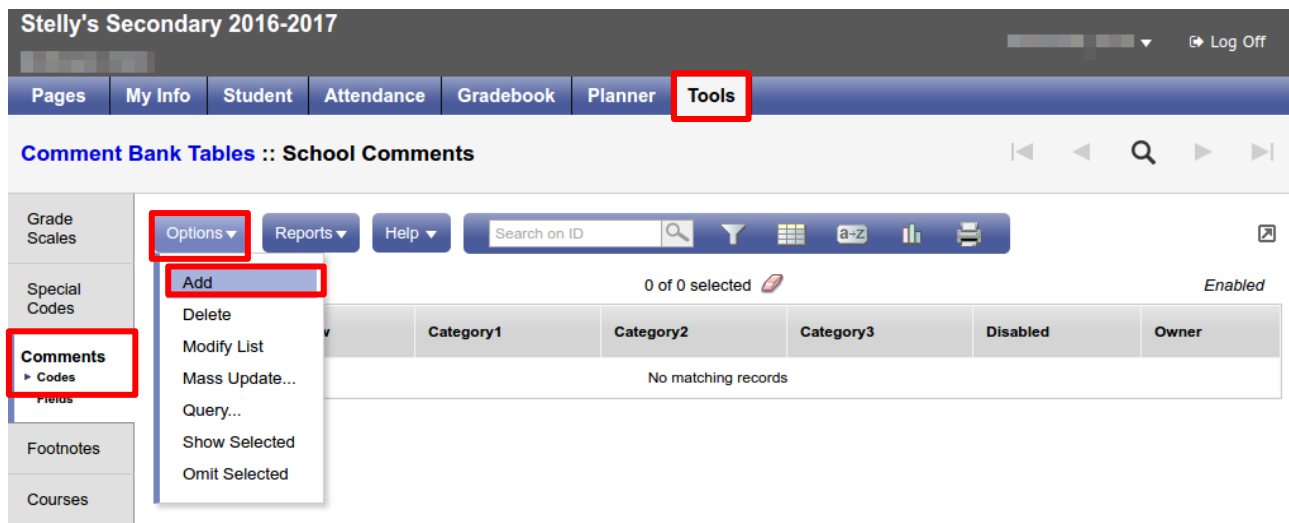
## BEFORE USING THE TEACHER COMMENT BANK READ THE FOLLOWING CAREFULLY

- Teacher Comments are **CONNECTED** to a School's Comment Bank
- Teacher Comments **ROLL OVER** each year **in the school** they were created
- Teacher Comments **CANNOT** be moved to a new school
- Comments can only be entered into a comment bank **ONE AT A TIME**
- Teachers can get a copy of **ALL** comments out of a school bank in one step using the quick print menu
  - o **CSV** will provide a spreadsheet version
  - o **DOC** will provide a word processed version in table format



## ADD A NEW TEACHER COMMENT

[Staff View](#) > [Tools Top Tab](#) > [Comments Side Tab](#) > [Codes Leaf](#) > [Options](#) > [Add](#) >



- ID – Teacher's Comments # for sorting purposes
- Comment Preview – You will see this when choosing a comment
- Comment – Full text version of the comment to be inserted
  - Category 1 – If you create a category that is not included in the school comment bank it will appear at the top of the category list
  - If you use an existing category from the School Comment Bank your comment will appear under that category

**Click Save**