To create comments in a comment bank:

1. Do one of the following:

    - **From the Board view:** Click the **Admin** tab, then the **Data Dictionary** side-tab. On the **Data Dictionary** side-tab, click **Comments**.

    - **From the School view:** Click the **Admin** tab and the **Comments** side-tab.

    - **From the Staff view:** Click the **Tools** tab and the **Comments** side-tab.

2. A list of any comment banks already created appears. Select a comment bank, and click **Codes** on the **Data Dictionary** side-tab.

3. On the **Options menu** menu, click **Add**. The New Comment Bank Code page appears.

4. In the **ID** field, type an identifier for the comment, such as a number or short combination of letters and numbers to identify the comment for users. Users can use this ID to search for the comment.

5. In the **Preview** field, type the text of the comment to let users know what will be inserted in the field if they select this comment. For example, you might type **(Student) is disruptive in class** so that users will know the student's name is inserted once they select it.

6. In the Code field, type the actual comment. You can include a variable, which is text enclosed in double curly braces **{{xxx}}** and a filter, which is pipe-delimited text after a variable (hold the **Shift** key while clicking the backspace key to create the **|** symbol). For example, {{studentName|capitalize}} prompts the system to insert *Jon* instead of *jon*.

7. Use the following table to enter the available filters in your variables:

Filter Type	Description	If you type this:	This appears in the comment:
Count	The number of elements in a collection.	{{student.conductIncidents|count}}	2 (the student has 2 conduct incidents on record)
Capitalize	The system capitalizes the first letter.	{{person.firstName|capitalize}}	Elizabeth
Title case	The system enters the text in title case format.	{{"parents and caregivers"|titlecase}}	Parents and Caregivers
Ordinal	The system enters a numerical value in ordinal format.	{{person.firstName}}'s {{student.conductIncidents|count|ordinal}}incident was the last documented offense.	Timothy's 3rd incident was the last documented offense.
Upper	The system enters the text in all uppercase.	{{person.firstName|upper}}	JANE
Lower	The system enters the text in all lowercase.	{{person.**firstName**|lower}}	jane

Filter Type	Description	If you type this:	This appears in the comment:
Trim	The system enters the text with all white space trimmed.	{{person.physicalAddress.addressLine01|trim}}, such as xxx123 Main Streetxxx	123 Main Street (the address without any spaces before or after the text)
Gender	The system enters the gender term based on "Male" or "Female".	{{"Male"|gender:boy,girl}} OR {{person.genderCode|gender:He,She}}	Boy or Girl OR He or She
Length	The number of characters in text.	{{person.firstName|length}}, such as *Jane*	4 (number of characters in the student's name)

Note: You can chain filters by adding more filters separated by pipe (|) characters. For example, if you wanted to lower a text and then immediately capitalize it, you could use {{variable|lower|capitalize}}.

8. In the **Category 1-3** fields, you can enter specific names for the categories defined for the comment bank itself. For example, if the comment bank has **Category 1** defined as *Department*, **Category 2** defined as *Course*, and **Category 3** defined as *Level*, the specific categories you might enter for a comment could be *English*, *Creative Writing*, and *AP*.

9. Select the **Disabled indicator** checkbox if you do not want this comment to appear in the pick list for any users. For example, this would let you remove it from view without deleting it permanently.

10. Click **Save.**

Note: Staff members who create comment bank codes for school-owned banks will lose the codes if they move to a different school. However, codes created for comment banks owned by a district or intermediate organization will remain if the user who created them changes schools within the district or intermediate organization.