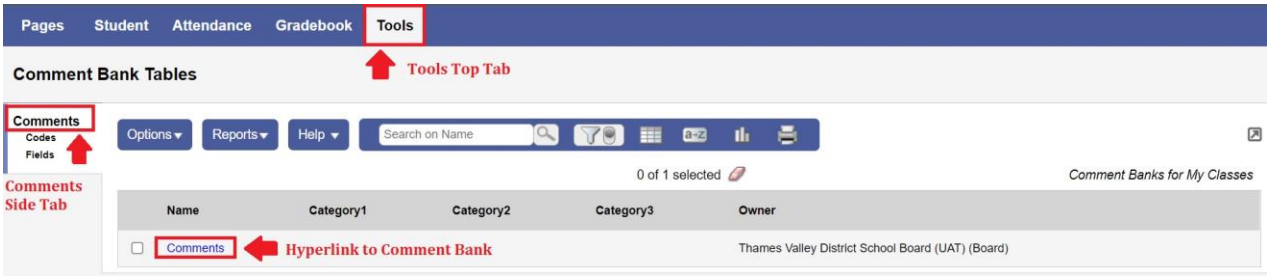
Teacher Comment Banks (Elementary)

**Please note that personal information in this guide has been scrambled or hidden to protect privacy.*

This guide explains how to use the Comment Bank feature for Grade 1-8 Progress and Term Report Cards and Kindergarten Communication of Learning.

To access the comment banks, click on Tools TT > Comments ST. You will have one comment bank labelled "Comments" as a blue hyperlink. Click on this hyperlink to enter your comment bank, which will come pre-loaded with any comments saved in the previous system (TWEA).



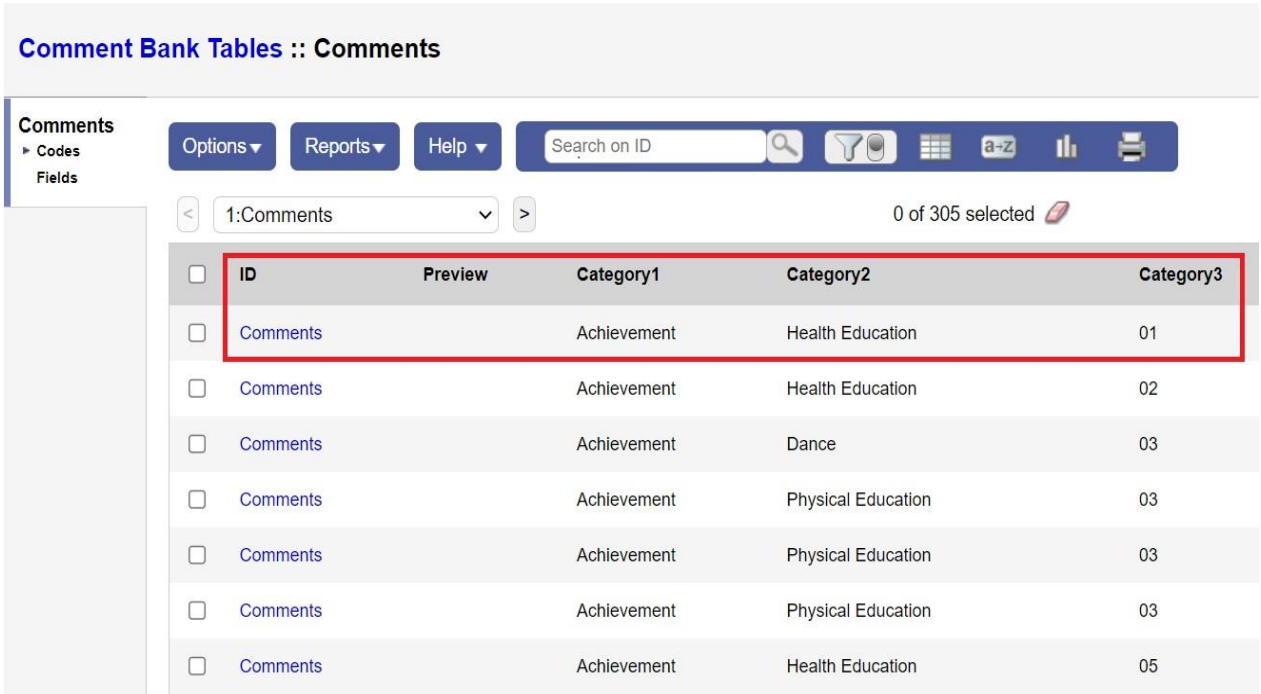
Note: All imported TWEA comments have been auto-formatted as follows:

ID = "Comments" (same name as the comment bank)

Category1 = Type of Comment, e.g., "Achievement"

Category2 = Subject, e.g., "Health Education"

Category3 = Grade, e.g., "01"



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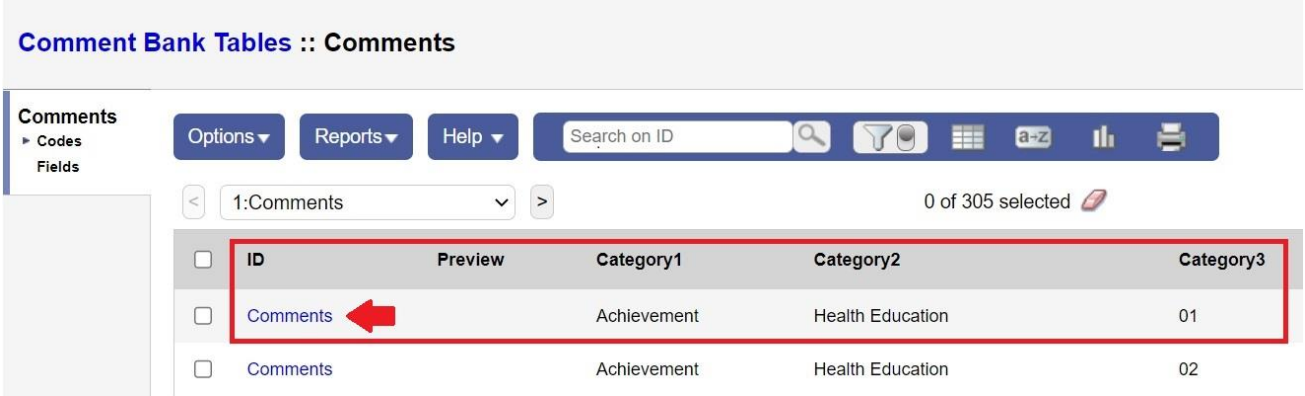
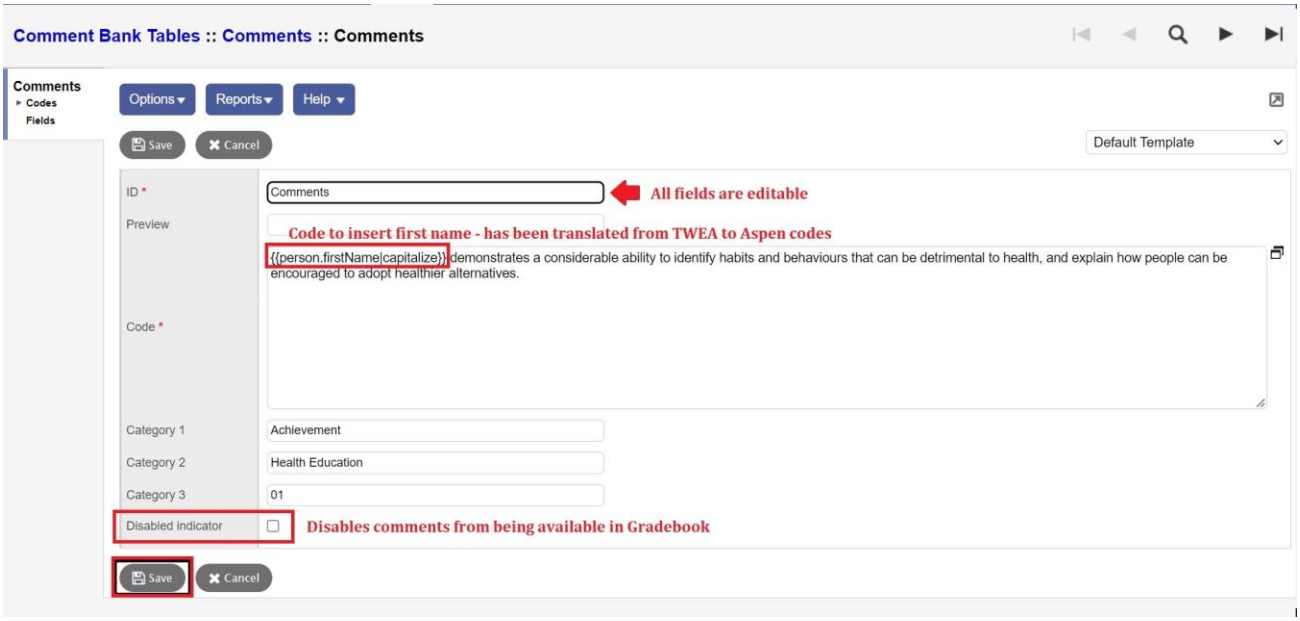
TASK: EDITING EXISTING COMMENTS

1. Choose a comment and click on the hyperlink under "ID" to view the comment details.



2. This will bring up the Comment editing page. All fields are editable. Click on each individual box to change the text. Selecting the disabled indicator will block use of the comment in the Gradebook tab of Aspen. Click "Save" to save any changes.



3. The "Code" field contains the comment, including dynamic codes that will display names and pronouns, for example. To insert dynamic code, use the following table as a guide:

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
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}}.

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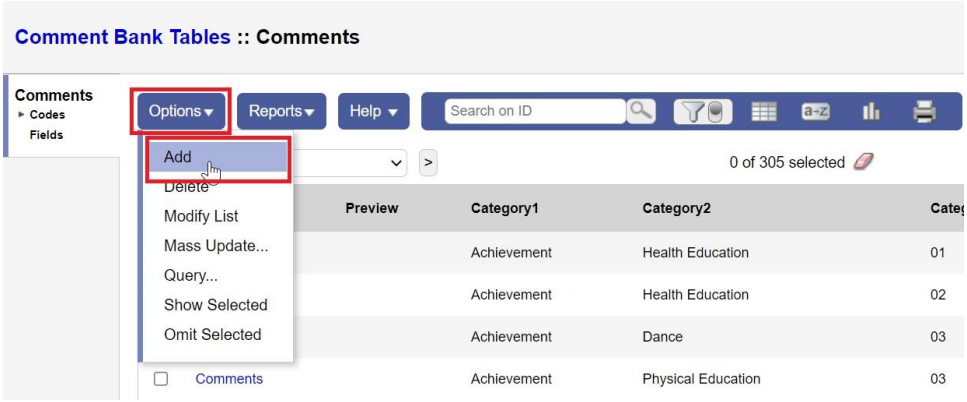
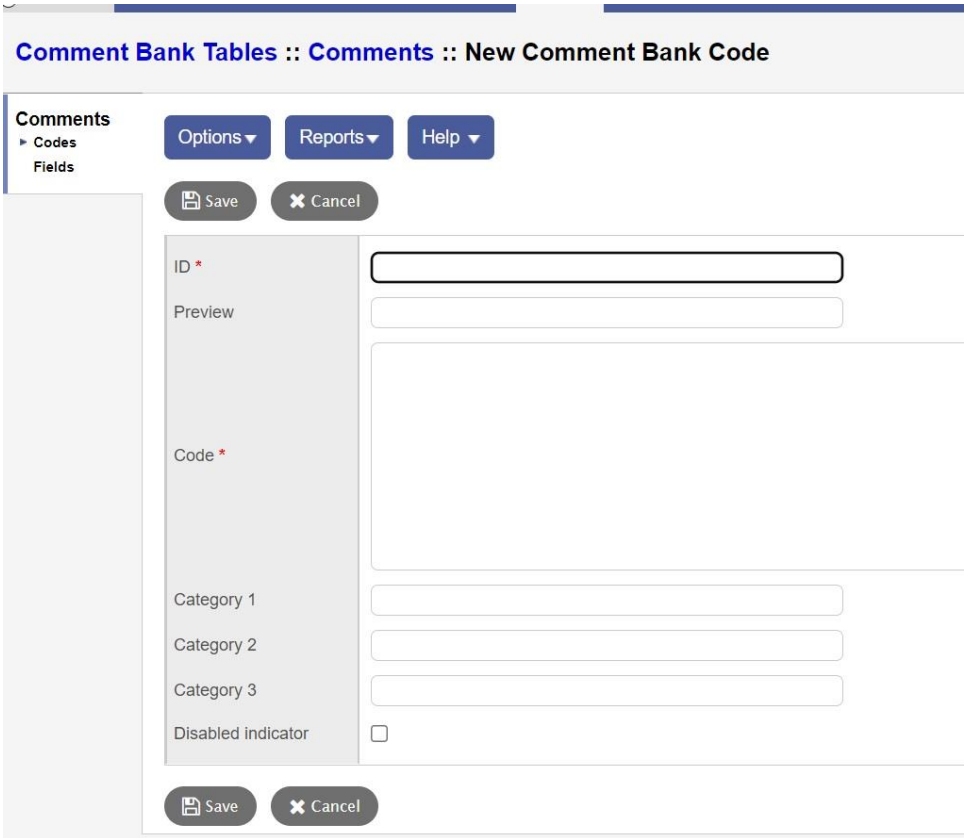
TASK: ADDING A NEW COMMENT

1. From the list of comments, choose “Options” > “Add”:



2. This will bring up a blank comment editing screen. You can edit the comment as described above. Click “Save” to add the comment to your comment bank.



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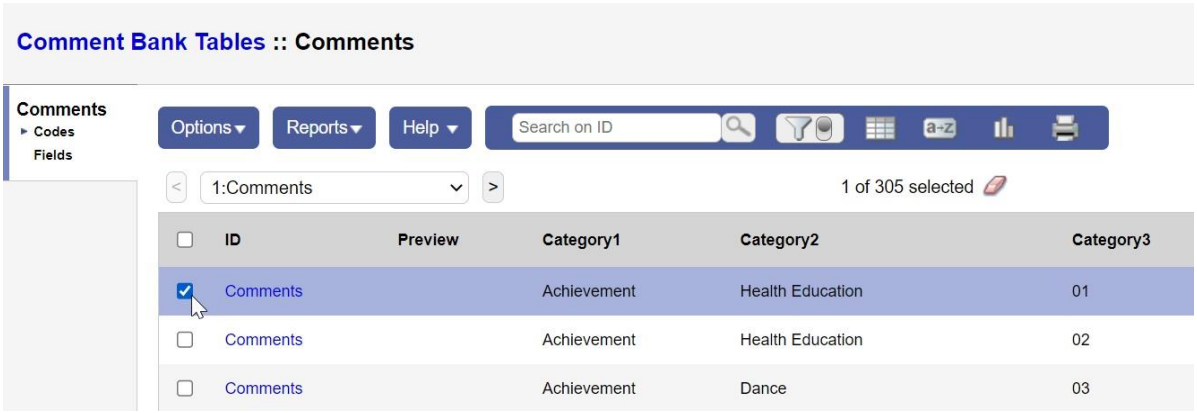
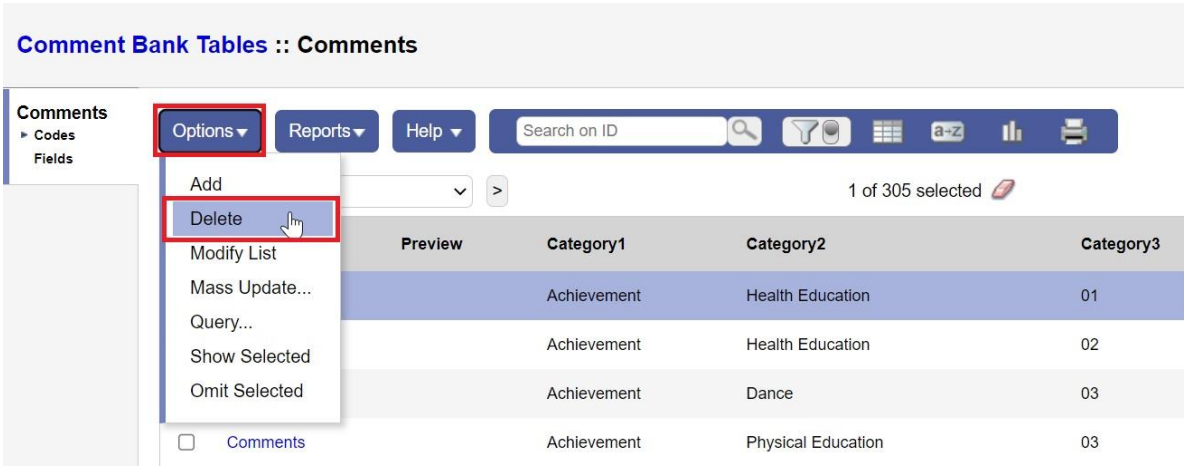
TASK: DELETING A COMMENT

1. Use the checkboxes to select the comment(s) you want to delete.



2. From the list of comments, choose “Options” > “Delete” to remove the comment(s) from your comment bank.



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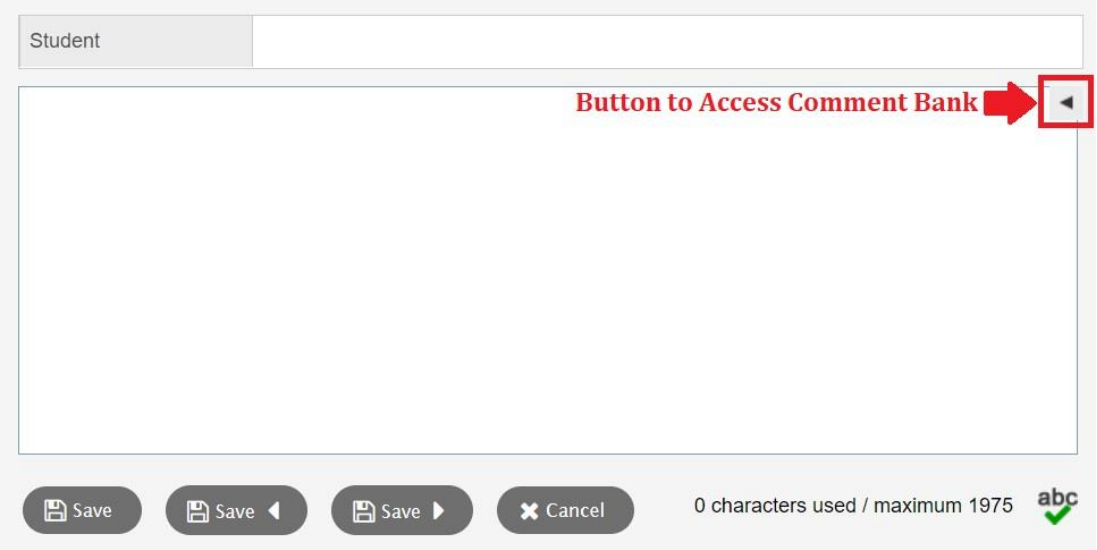
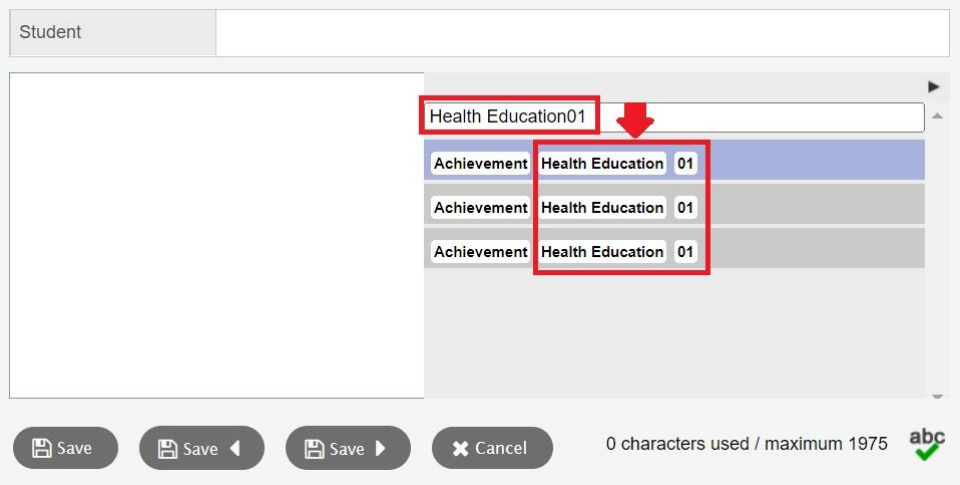
TASK: USING COMMENTS IN GRADEBOOK

1. In the Gradebook TT > Scores ST, choose a class/subject and student to enter a comment for. In the top right corner of the comment entry box is an arrow button to access your comment bank.



2. Click on the arrow button to bring up a search bar, and type in text to search comments by categories. Do not include a space between categories. E.g., search "Health Education01" to find Health Education comments for Grade 1.



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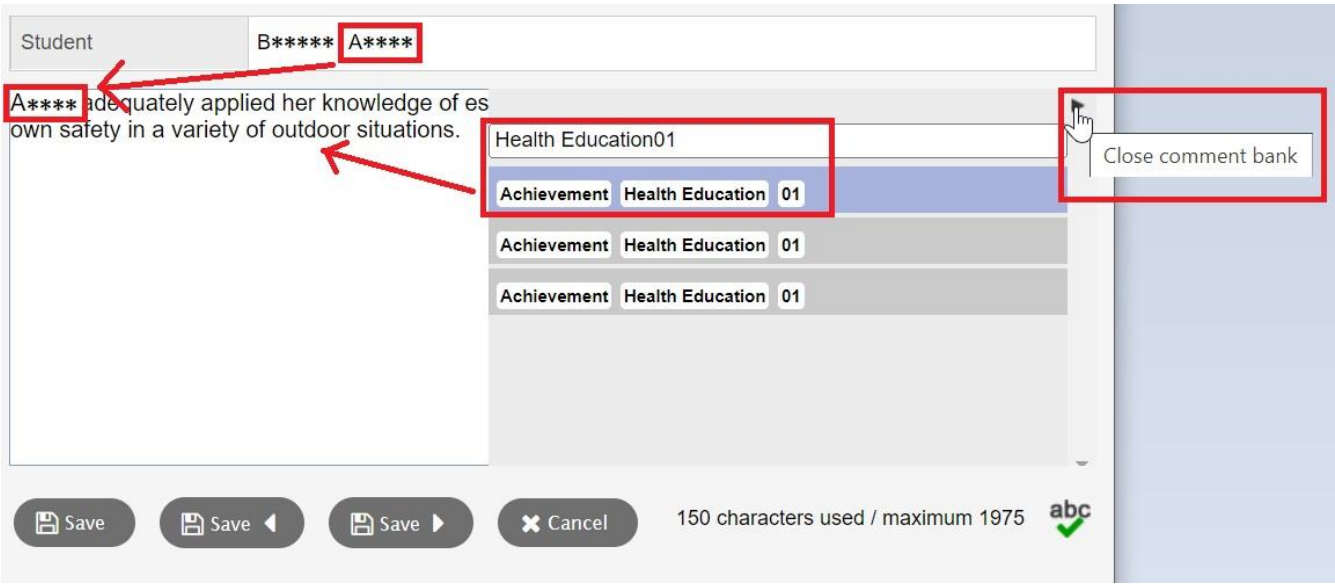
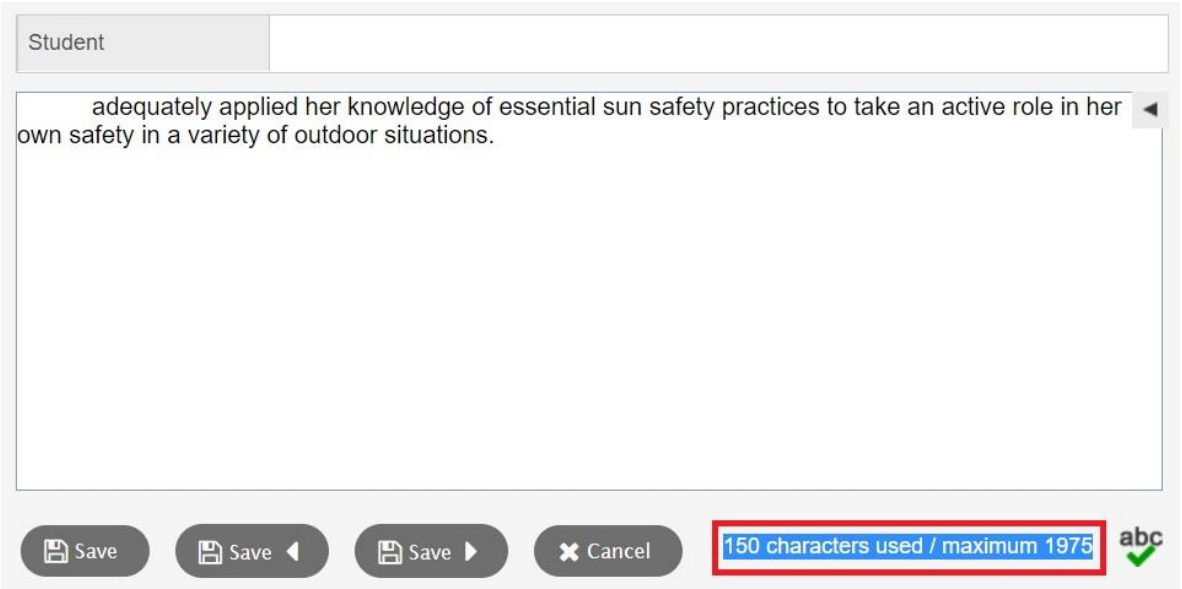
3. Click on the comment you want to use in insert it into the comment entry screen. At this time, any name or pronoun codes will be applied. You can search and add multiple comments, or click on the arrow button to close the comment bank.



4. Added comments will be included in the character count and can be edited in the comment editing page. Click Save to keep any changes.