

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).



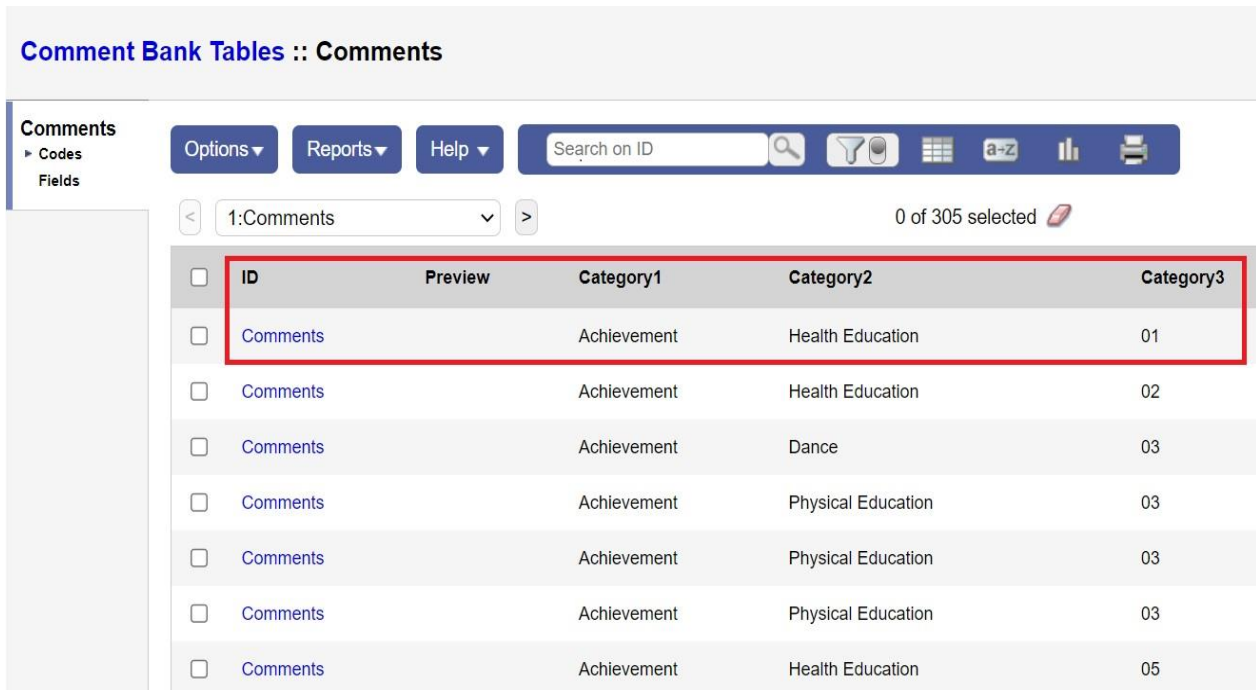
Note: All imported TWEA comments have been auto-formatted as follows:

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”



Additional Resources and Support can be accessed at: [theSIS- Staff Resources and Support](#)

Teacher Comment Banks (Elementary)

TASK: EDITING EXISTING COMMENTS

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

Comment Bank Tables :: Comments

Comments
 ▶ Codes
 Fields

Options ▾ Reports ▾ Help ▾ Search on ID 🔍

< 1:Comments ▾ > 0 of 305 selected 🍷

| <input type="checkbox"/> | ID | Preview | Category1 | Category2 | Category3 |
|--------------------------|----------|---------|-------------|------------------|-----------|
| <input type="checkbox"/> | Comments | ← | Achievement | Health Education | 01 |
| <input type="checkbox"/> | Comments | | Achievement | Health Education | 02 |

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.

Comment Bank Tables :: Comments :: Comments

Comments
 ▶ Codes
 Fields

Options ▾ Reports ▾ Help ▾

Save Cancel Default Template ▾

ID * Comments ← All fields are editable

Preview
 Code to insert first name - has been translated from TWEA to Aspen codes
 {{person.firstName.capitalize}} demonstrates a considerable ability to identify habits and behaviours that can be detrimental to health, and explain how people can be encouraged to adopt healthier alternatives.

Code *

Category 1 Achievement

Category 2 Health Education

Category 3 01

Disabled indicator Disables comments from being available in Gradebook

Save Cancel

Teacher Comment Banks (Elementary)

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:

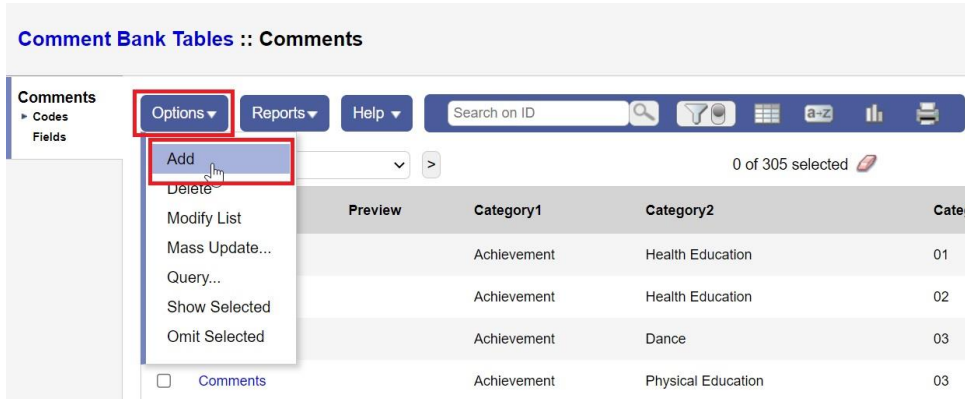
| Filter Type | Description | If you type this: | This appears in the comment: |
|-------------------|--|--|---|
| Count | The number of elements in a collection. | {{student.conductIncidents count}} | 2 (the student has 2 conduct incidents on record) |
| Capitalize | The system capitalizes the first 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 <i>Jane</i> | 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}}.

Teacher Comment Banks (Elementary)

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.

Comment Bank Tables :: Comments :: New Comment Bank Code

Options Reports Help

Save Cancel

ID *

Preview

Code *

Category 1

Category 2

Category 3

Disabled indicator

Save Cancel

Teacher Comment Banks (Elementary)

TASK: DELETING A COMMENT

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

Comment Bank Tables :: Comments

Comments
 > Codes
 Fields

Options ▾ Reports ▾ Help ▾ Search on ID 🔍

< 1:Comments > 1 of 305 selected 🍷

| <input type="checkbox"/> | ID | Preview | Category1 | Category2 | Category3 |
|-------------------------------------|----------|---------|-------------|------------------|-----------|
| <input checked="" type="checkbox"/> | Comments | | Achievement | Health Education | 01 |
| <input type="checkbox"/> | Comments | | Achievement | Health Education | 02 |
| <input type="checkbox"/> | Comments | | Achievement | Dance | 03 |

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

Comment Bank Tables :: Comments

Comments
 > Codes
 Fields

Options ▾ Reports ▾ Help ▾ Search on ID 🔍

Add
 Delete
 Modify List
 Mass Update...
 Query...
 Show Selected
 Omit Selected

< > 1 of 305 selected 🍷

| | Preview | Category1 | Category2 | Category3 |
|-------------------------------------|----------|-------------|--------------------|-----------|
| <input checked="" type="checkbox"/> | | Achievement | Health Education | 01 |
| <input type="checkbox"/> | | Achievement | Health Education | 02 |
| <input type="checkbox"/> | | Achievement | Dance | 03 |
| <input type="checkbox"/> | Comments | Achievement | Physical Education | 03 |

Teacher Comment Banks (Elementary)

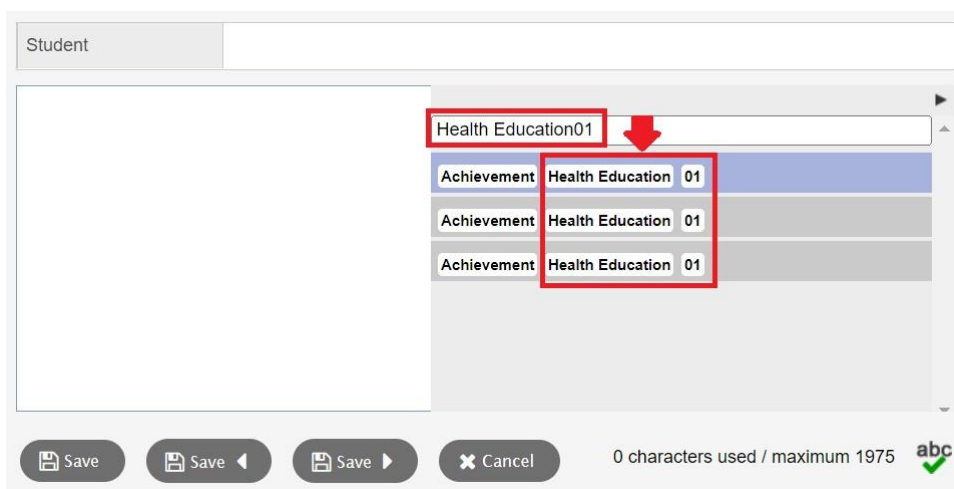
TASK: USING COMMENTS IN GRADEBOOK

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.



The screenshot shows a comment entry form with a 'Student' field at the top. Below it is a large text area for the comment. In the top right corner of this text area, there is a small arrow button pointing left. A red box highlights this button, and a red arrow points to it from the text 'Button to Access Comment Bank'. At the bottom of the form, there are buttons for 'Save', 'Save <', 'Save >', and 'Cancel'. To the right of these buttons, it says '0 characters used / maximum 1975' and a green checkmark with 'abc'.

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.



The screenshot shows the same comment entry form as above, but now a search bar is open over the text area. The search bar contains the text 'Health Education01'. Below the search bar, there is a list of search results. The first result is highlighted in blue and has a red box around it. The other two results are greyed out. A red arrow points down from the search bar to the first result. At the bottom of the form, there are buttons for 'Save', 'Save <', 'Save >', and 'Cancel'. To the right of these buttons, it says '0 characters used / maximum 1975' and a green checkmark with 'abc'.

| Achievement | Health Education | 01 |
|-------------|------------------|----|
| Achievement | Health Education | 01 |
| Achievement | Health Education | 01 |

Teacher Comment Banks (Elementary)

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.

Student B***** A****

A**** adequately applied her knowledge of es own safety in a variety of outdoor situations.

Health Education01

Achievement Health Education 01

Achievement Health Education 01

Achievement Health Education 01

Close comment bank

Save Save Save Cancel 150 characters used / maximum 1975 abc

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.

Student

adequately applied her knowledge of essential sun safety practices to take an active role in her own safety in a variety of outdoor situations.

Save Save Save Cancel 150 characters used / maximum 1975 abc