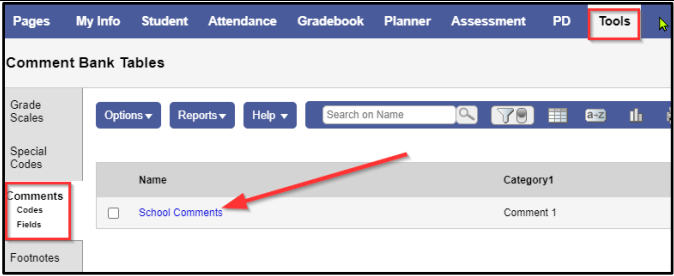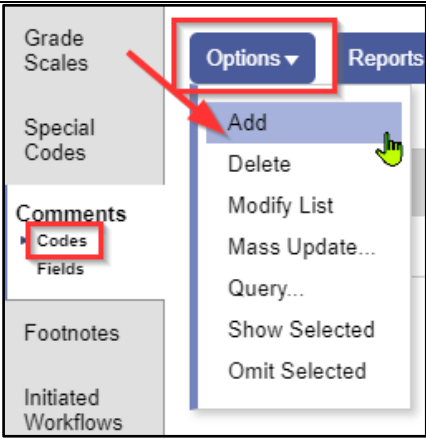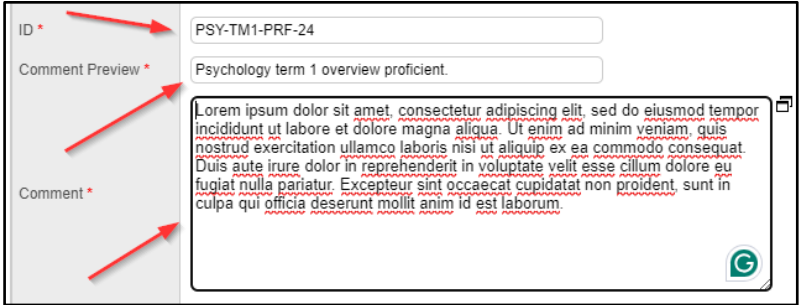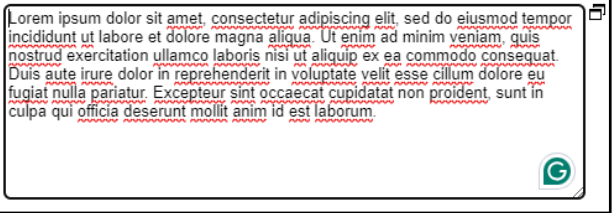# Teacher Comment Bank

Teachers can create their own comment bank within the "School Comments" to access when typing comments for the learning updates.

	Creating Comments	
1	Log on to the Staff view. Click the **Tools Top Tab** -> **Comments Side Tab** -> **School Comments** (blue link)	
2	A list of already created comments appears. On the **Options** menu, click **Add.** The New Comment Bank Code page appears.	
3	In the **ID field,** type an identifier for the comment. Users can use this ID to search for the comment.	
4	In the **Comment Preview field,** type the text of the comment to let users know what will be inserted in the field if they select this comment.	
5	In the **"Comment"** field, type the actual comment. You can include a	

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	variable replacement string (see below).	
6	In the **Category** 1-3 fields, you can enter specific names for the categories defined for the comment bank itself. Category 1: Course Category 2: Level (grade) Category 3: Specific Content (Competency; Strengths; Stretches) *(Note: Category 1 is a required field).*	

Inserting Comments

1	Once created, users can access these comments by clicking on the black triangle in the top right-hand corner of the comment windows when entering term marks. The search can be narrowed down by using the "Comment" drop down boxes which correspond to the "Categories".	
2	Click on the comment to insert it into the comment box.	

Substitution Codes for Report Card Comments (Variables)

Variables can be used to replace *specific references* in the comment field. Things such as name, gender and other identifiers can be used to personalize comments.
{{person.firstName}} is a creative and critical thinker. = Jane is a creative and critical thinker.
Click on the link below for the list of replacement strings that can be used in MyEd. It
NOTE: These must be inserted exactly as they are displayed in order for them to work.

Substitution Codes for Report Card Comments