Creating Your Own Comment Bank

This guide will take you through steps which will allow you to create your own comment bank.

1. Tools Top Tab → Comments Side Tab → Codes leaf. Select **Options Add** and a new window will open.
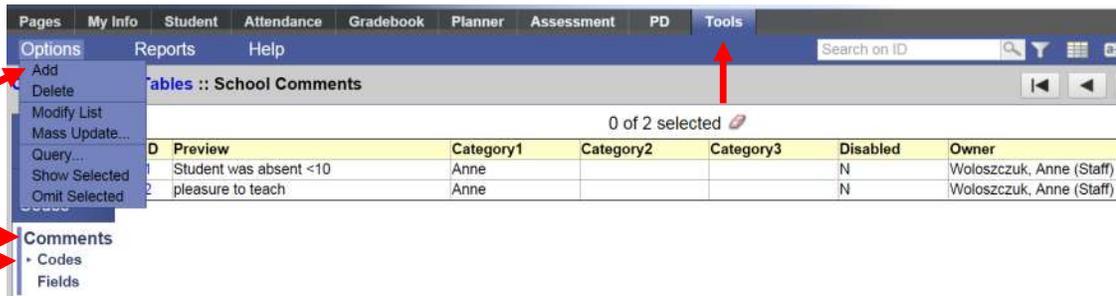
2. Fill in the following fields:
   - Enter an ID – this is a code to identify your comment. You can choose numbers or letters.
   - Enter a brief comment preview – a few words that will appear in the drop down of the comment field. (This could also be a description that allows you to easily identify your comment)
   - Enter the comment – This is the entire comment as you would like it to appear on the report card. See the tokens handout on myedbc.sd42.ca if you wish to use a token.
   - Enter the category 1 – This will be the name of the folder you wish to store your comments in. For example your first or last name or by course like English 12. NOTE: you could use the same category to store all your comments or have several categories to group them.
   - Do not check the disable indicator.
   - Click save

3. Repeat step 2 for all the comments you wish to have in your bank. Remember that if you want them all in one folder use the same Category Name (these are case sensitive). If you would like to group comments into multiple categories then you can change the category names. Next time you are in the comment bank in your gradebook you will see the Category in the drop down menu.