Comment Bank

The Comment Bank displays personal comments and comments added at the district.
Add comments to the Comment Bank that will be available when adding scores and comments to assignments and final grades. You can also edit and delete previously entered comments. Click the **District Comments** tab to view comments entered by the district.

Smart Text options allow you to add names or pronouns to the context of the comment. These options allow you to personalize general comments by student.

For example, <first name> listens well in class. <He/She> participates in class discussions will display as Kate listens well in class. She participates in class discussions.

Click the gear , and then choose **Show Filter** to access the filtering options.

To add a comment to your personal Comment bank:

1. On the menu bar, select **Settings**, and then select **Comment Bank**.

2. Click the **My Comments** tab.

3. Click **Add**.

4. Enter a comment code and category.

5. The **Favorite** checkbox is selected by default to mark this comment as a favorite. Deselect the checkbox to remove this comment from your favorite list.

6. Enter the text of the comment. Click a Smart Text option from the pop-up menu to insert a name or pronoun into the context of the comment.

7. Click **Save**. The changes or additions appear in the Comment Bank on the Score Inspector.

To modify a comment, click **Edit**.

To remove a comment, click **Edit**, then click **Delete**.

Favorite Comments

On the My Comments or District Comments tab, click on the star to mark the comment as a favorite.

Favorite comments appear at the top of the comment list on the Score Inspector.