Teachers: Creating a Comment Bank

Your school may already have a comment bank, but you can add your own comments to that bank as well.

Things to consider before using the Teacher Comment Bank:
• Comments are connected to a school's comment bank.
• Comments roll over each year in the school that they were created.
• Comments CANNOT be moved between schools.

As your comments cannot be moved between schools, I would suggest saving them in a Word/Pages file first, before moving them into Aspen.

To add comments to the school bank:
1. Tools TopTab > Comments SideTab
2. Click on the School Comments blue hyperlink
3. Options Menu > Add
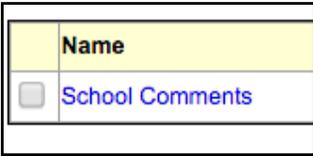
Your comment needs to have a unique ID. This field will take numbers, letters, symbols and up to 50 characters in length. You may want to do something like "001", which would give you up to 999 comments, and can help keep them organized.

You can also put category labels to help make a comment easier to find. You might make a category such as "Excellent", or "Homework", etc. You can make sub-categories.

Additionally, you can use categories that are already in your school comment bank, and your comments will be added to that category. e.g. SCIENCE

Other than the ID, I would suggest being descriptive in the Preview field, and use the Categories to help you drill down to the set of comments that you need for a particular situation.

In the example (A1) on page 1, you can see that I've used "tokens" to make my comment "smarter". Here are some examples of tokens that you can insert into your comments:

Capitalize First Name	{{person.fieldC001|capitalize}}
He, She: Capitalized	{{person.genderCode|gender: He, She}}
he, she: lowercase	{{person.genderCode|gender: he, she}}
His, Her, Their: Capitalized	{{person.genderCode|gender: His, Her, Their}}
his, her, their: lowercase	{{person.genderCode|gender: his, her, their}}

I suggest that some of your comments begin with He/She, rather than the student name, as it begins to look strange when every sentence begins with the student's name.

Using Your Comments

Your new comment bank can be used in conjunction with freehand-typed comments, or information pasted in from another document (such as a Word or Pages document).

In your Gradebook, report card marks/comments columns show up when you choose the "Post Columns - Term" item in the Grade Columns dropdown menu.
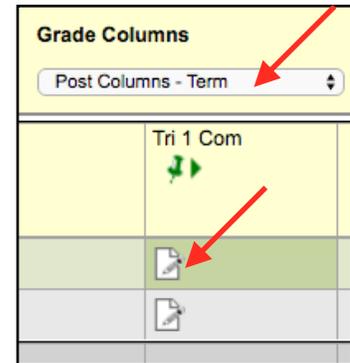
To access the comment screen for a student, click on the little paper/pencil icon.

IF your school has a comment bank, then your comment windows will all have a small arrow in the top corner of the comment box. If it is not there, then you must tell the office that "My <insert name of course here> course does not have a comment bank attached in Schedule TopTab > Courses SideTab." Either that, or the school has no comment bank at all, and one should be created.
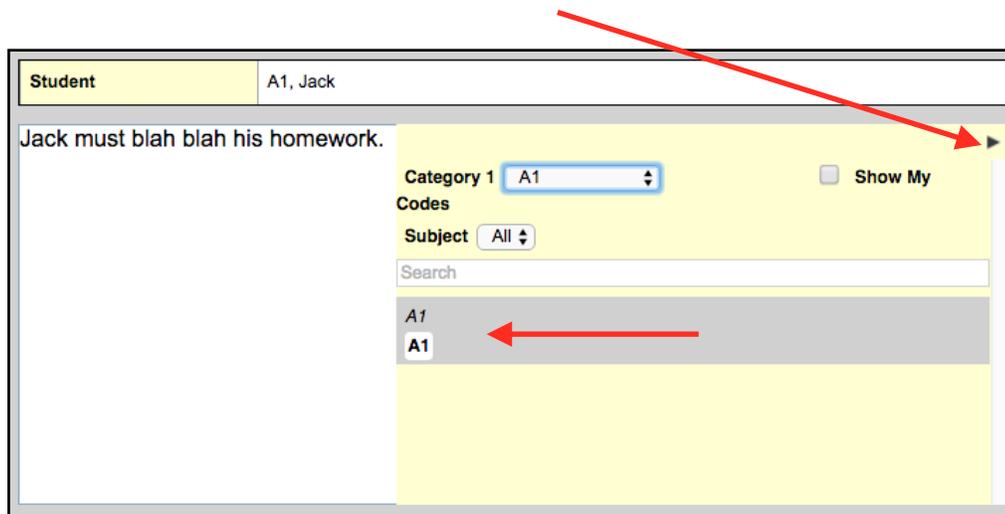
In this example, you can see that I did not provide a very useful preview of the comment. Clicking on the grey A1 box will move that comment over to the left. I can then add other comments in the box by typing, or using Edit > Paste and Match Style if I've copied from Word or Pages.

Do not use the regular Paste.