



Teachers: Adding to the School Comment Bank

Your school may already have a comment bank, but you can add your own comments to that bank as well. You can have comments that only you can view, or you can share your comments with other staff.

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

Name	
<input type="checkbox"/>	School Comments

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 use 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.

Here is a recommended setup, which will make it very easy to find the comment when you are doing report cards:

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

Options Reports Help

Save Cancel Default Template

ID * MATH 5

Comment Preview * MATH 5

Comment * MATH 5 comment goes here.

Category 1 * GRADE 5

Category 2 MATH 5

Category 3

Disabled indicator

Save your work. After saving, switch the dropdown menu at the top right to Default Fields:

Options Reports Help

Save Cancel Default Fields

ID * MATH 5

Comment Preview * MATH 5

Category 1 * GRADE 5

Category 2 MATH 5

Category 3

Disabled indicator

Owner * Joe Teacher (Staff) 🔍

At the bottom of the screen, you can see the Owner of the comment. It is here that you can share it with the school.

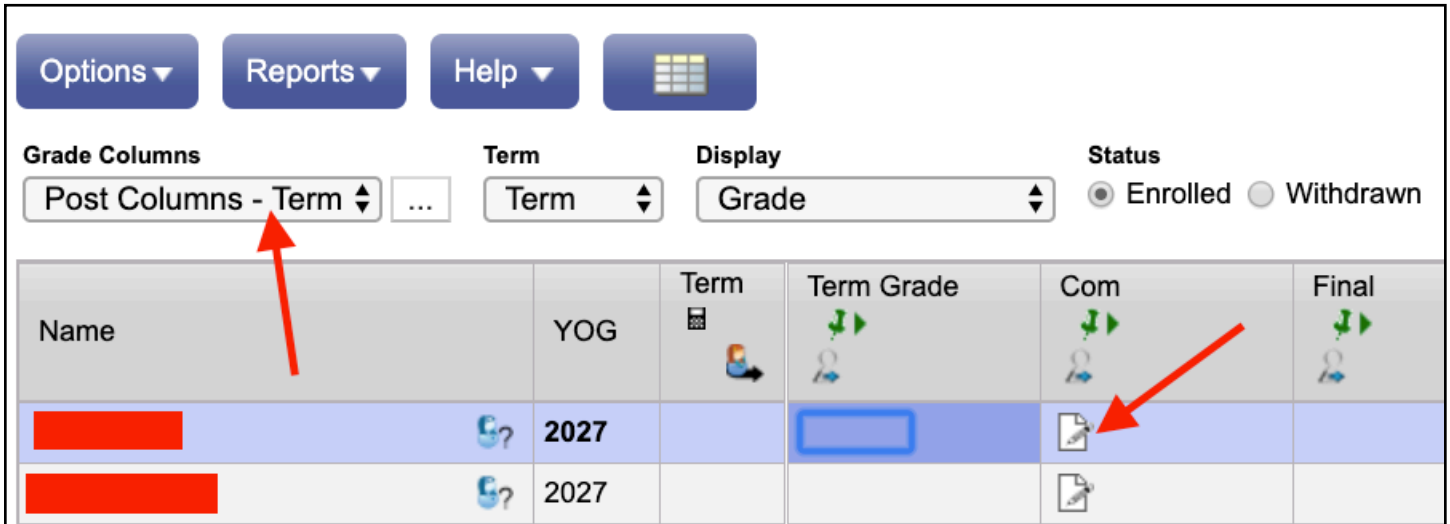
If you made changes, save your work.

Using Your Comments

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

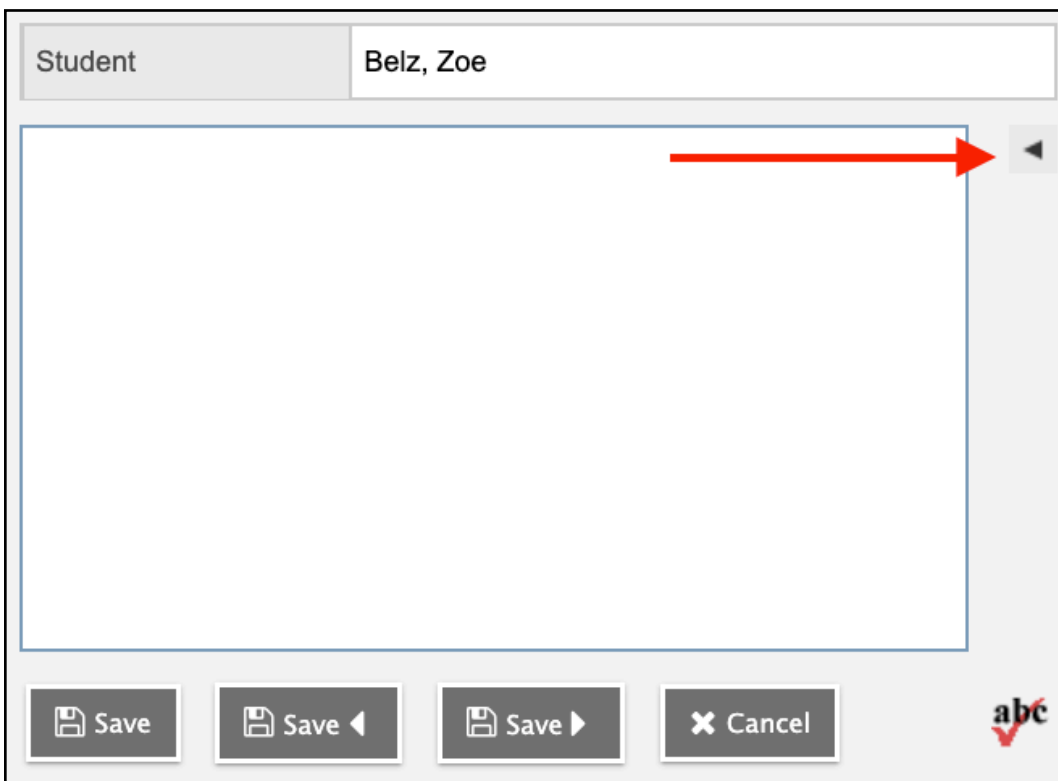
In your Gradebook, report card marks/comments columns show up when you choose the "Post Columns - Term" item in the Grade Columns dropdown menu.

To access the comment screen for a student, click on the little paper/pencil icon.



The screenshot shows the Gradebook interface. At the top, there are buttons for 'Options', 'Reports', and 'Help'. Below these are dropdown menus for 'Grade Columns' (set to 'Post Columns - Term'), 'Term' (set to 'Term'), and 'Display' (set to 'Grade'). There are also radio buttons for 'Status' (Enrolled and Withdrawn). Below the dropdowns is a table with columns: Name, YOG, Term, Term Grade, Com, and Final. The 'Com' column contains a small paper/pencil icon, which is highlighted with a red arrow. Another red arrow points to the 'Post Columns - Term' dropdown menu.

Name	YOG	Term	Term Grade	Com	Final
[Redacted]	?	2027		[Pencil Icon]	
[Redacted]	?	2027		[Pencil Icon]	



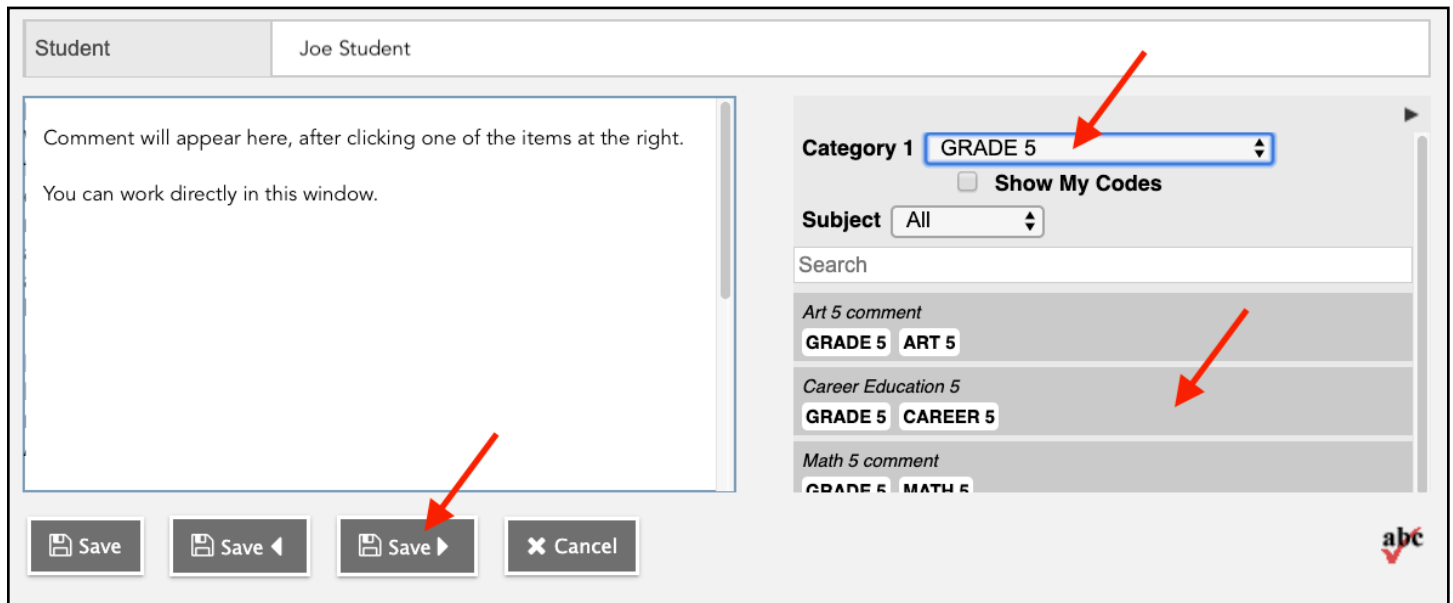
The screenshot shows the comment screen for a student named Zoe Belz. The student's name is displayed at the top. Below the name is a large text input area. A red arrow points to a small arrow icon in the top right corner of the text input area. At the bottom of the screen, there are buttons for 'Save', 'Save <', 'Save >', and 'Cancel'. There is also a small 'abc' logo with a red checkmark.

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 the arrow 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.

Once you click the little arrow, you'll be taken to this screen:



If you have used my recommended method, you'll see that Grade Level is Category 1. This allows the Grade 5 teacher to see all Grade 5 courses together. You can use the Subject dropdown to select, or scroll through the grey items below.

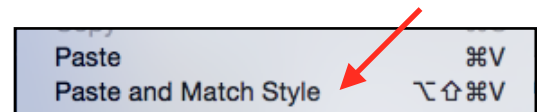
To move the comment over to the editing box, you click one of the grey items. You can work directly in this window, or you can save and move to the traditional comment box for editing.

YOU ASKED FOR IT, AND YOU GOT IT!

Teachers wanted to be able to jump to the next student when they were working on comments, instead of saving and clicking into the next comment box. **As you can see here, there are new buttons that let you save your work and jump to the next student in the list!**

This is called a **Software Enhancement Request**. We sent in a request to have a change made to Aspen, and it was accepted. They felt it would be a good change for all teachers, and it was included in the new version over the summer. Software Enhancement Requests may be submitted to Joe Canary.

You can also add comments copied from Word or Pages. Sometimes, using regular Paste will result in an error. If so, use (in Google Chrome) Paste and Match Style.



Filters and Field Sets (Make your life easier!)

This is a skill that can be applied to many places in Aspen.

The information on your screen is determined by **Filters** and **Field Sets**.

A **Filter (looks like a funnel icon)**, in most views, determines WHO you will see. It determines the rows of information. For example, a Filter might display "all boys in grade 7", or "All students in my classes". I won't be going into creating custom filters here, but there are some already made for you that you can use.

When you are viewing the School Comment bank, you can decide to view your own comments (Enabled), or the entire School bank (All Codes):

ID	Preview	Category1	Category2	Status	Owner
MATH 5	MATH 5	GRADE 5	MATH 5	Enabled	Joe Teacher (Staff)

The Filter at the top of the list is your default. It controls what you will see when you come to this screen. If you want a different default view, such as All Codes, you would click on Manage Filters:

Manage Filters

- Enabled [System]
- Accessible Codes [System]
- All Codes [System]

Up Down

Show/Hide Show All

+ New Edit

Copy Delete

Save

In this screen, you would select All Codes, and click the UP button until All Codes was at the top of the list.

SAVE your work. Now, when you come to this screen, you will see the entire School comment bank.

Similarly, you can manage your Field Sets.

A **Field Set (looks like a spreadsheet icon)** determines which columns of information are displayed (the WHAT). If you were looking at a list of students, the Field Set might contain their name, their phone numbers, their addresses, emergency contacts, etc.

Comment Bank Tables :: School Comments

Grade Scales

Special Codes

Comments

- ▶ Codes
- Fields

Options ▾ Reports ▾ Help ▾

Search on Category1 🔍

Manage Field Sets...

✓ Yukon Fields

Default Fields

<input type="checkbox"/>	Category1 ▾	Category2	ID	
<input type="checkbox"/>	GRADE 5	ART 5	ART 5	Art 5 comment
<input type="checkbox"/>	GRADE 5	CAREER 5	CAREER 5	Career Education 5

When you are looking at the list of comments, you may want to manage your field sets, and move the Yukon field set to the top.

This field set will reorder the information, and on the right, it includes the owner of the comment.

By seeing the owner, you'll be able to determine if a comment is yours or shared with the school staff.