

ASPEN GUIDE

ADDING TO TEACHER COMMENT BANKS

1. Staff View > Tools TopTab > Comments SideTab > Codes Leaf
2. Options Menu > Add
3. Follow the pattern shown here:



ID *	ENGLISH 5
Comment Preview *	ENGLISH 5
Comment *	<p>CLASSROOM LEARNING OVERVIEW We have focused on questioning what we hear, read and vi to help us understand how language works while also unde</p> <p>COMPREHEND AND CONNECT PROFICIENT - {{person.firstName lower capitalize}} consist {{person.genderCode gender:his, her}} reading response jo PROFICIENT - {{person.firstName lower capitalize}} was ab PROFICIENT - {{person.firstName lower capitalize}} has lea</p> <p>CREATE AND COMMUNICATE PROFICIENT - {{person.firstName lower capitalize}} was ab PROFICIENT - {{person.firstName lower capitalize}} was ge Great Canadian Mail Race letter. PROFICIENT - Most recently, {{person.firstName lower cap</p>
Category 1 *	GRADE 5
Category 2	ENGLISH LANGUAGE ARTS
Category 3	

This Category setup means that the teacher will pick their grade level first, followed by their subject area.

Tokens to autofill information:
{{person.firstName|lower|capitalize}}
{{person.genderCode|gender:his, her}}
{{person.genderCode|gender:He, She}}

4. Save
5. Repeat steps 2-4 for each course at each grade level.
6. Courses like "Behaviors for Success", which is shared by multiple grade levels can look like this:

Only one category is needed.



ID *	BEHAVIOURS
Comment Preview *	BEHAVIOURS FOR SUCCESS
Comment *	<p>SCALE: Rarely • Sometimes • Often • Consistently</p> <p>RESPONSIBILITY OFTEN - Works independently to complete tasks OFTEN - Follows classroom and school routines and expectations OFTEN - Organizes materials and workspace OFTEN - Listens attentively</p> <p>SOCIAL-EMOTIONAL LEARNING OFTEN - Manages emotions and behaviours</p>
Category 1 *	BEHAVIOURS