

Reviewing and Editing the School Comment Bank

Go to the *School View*

Admin Top Tab>Comments Side Tab

Click on the **Codes** Leaf

1. To delete a comment select (by checking)

- a single or group of comments you wish to delete
- Options>**Show Selected**
- Options>**Delete**

2. To edit an existing comment click on the blue hyperlink to open the details of the comment.

- Edit the ID, Category, Comment Preview and Comment fields as necessary
- Click **Save**
 - The **ID** should be unique for each comment and can be used to sort comments, but does not appear in the teachers view. This value is often numeric, but can also be alpha or alpha numeric.
 - The **Category** is used to group comments creating a filter for users when they enter comments. For example, a comment may be in the **General** category. The user will be able to select **General** from a drop down menu and see the comments that have a Category 1 of **General**. Other comments may have a category of **English** or **Work Habit**.
 - Category 2 and 3 are optional, but can be used to further filter comments.
 - The **Comment Preview** is a shortened version of the comment
 - The **Comment Field** is the entire comment
 - The **Disabled Indicator** check box will remove the comment from view for teachers.

3. To add a new comment

- From the **Codes leaf** go to Options>**Add**
- Enter the ID, Comment Preview, Comment and Category fields as necessary
- Click **Save**

**** The temporary report card template will not print the work habit as entered into the transcript record, therefore it will be necessary to add the work habit comments to the school comment bank to ensure a standard work habit entry in the comments field for all teachers.*

To enter the Work Habits comment for selection by teachers create a separate work habit comment in the school comment back for each available work habit.

- Work Habit = N (Needs Improvement)
- Work Habit = S (Satisfactory)
- Work Habit = G (Good)
- Work Habit = E (Excellent)

The following example is a suggested format for new work habit comments, but schools may customize the comment as they see fit. Keeping the comment short will prevent this comment from using up too many characters in the 2000 character limit.

The screenshot shows a web form titled "Comment Bank Tables :: School Comments :: New Comment Bank Code". On the left is a navigation menu with "Comments" selected, showing sub-items "Details", "Codes", and "Fields". Below it are "Licenses" and "Logs". The main form area has a "Reference" section at the top with "Save" and "Cancel" buttons. The form contains several fields: "ID" with the value "WH"; "Comment Preview" with the value "WH=N"; a large text area for "Comment" containing "Work Habit = N(Needs Improvement)"; "Category 1" with the value "Work Habit"; "Category 2" and "Category 3" which are empty; and a "Disabled indicator" checkbox which is unchecked. There are "Save" and "Cancel" buttons at the bottom of the form.

Using Tokens (Replacement Characters) Any BCeSIS tokens have been converted to the new MyEd tokens and should be available for use in your school comment bank.

MyEducation BC has the ability to use replacement characters for name, gender, he/she. etc. These are called "tokens". The codes to be used for character replacement are as defined in the table below:

Filter type	Description	If you type this:	This appears in the comment:
Count	The number of elements in a collection.	{{student.conductIncidents count}}	2 (the student has 2 conduct incidents on file)
Capitalize	The system capitalizes the first letter.	{{person.firstName capitalize}}	Elizabeth
Titlecase	The system enters the text in titlecase format.	{{"parents and caregivers" titlecase}}	Parents and Caregivers
Ordinal	The system enters a numerical value in ordinal format.	{{person.firstName}}'s {{student.conductIncidents count ordinal}} incident was the last documented offense.	Timothy's 3 rd incident was the last documented offense.
Upper	The system enters the text in all uppercase.	{{person.firstName upper}}	JANE
Lower	The system enters the text in all lowercase.	{{person.firstName lower}}	jane
Trim	The system enters the text with all white space trimmed.	{{person.physicalAddress.addressLine01 trim}}, such as 123 Main Streetxxx	123 Main Street (The address without any spaces before or after the text)
Gender	The system enters the gender term based on "Male" or "Female".	{{"Male" gender:boy,girl,it}} OR {{person.genderCode gender: He, She}}	Boy OR He or She
Length	The number of characters in text.	{{person.firstName length}}, such as Jane	4 (number of characters in the student's name)