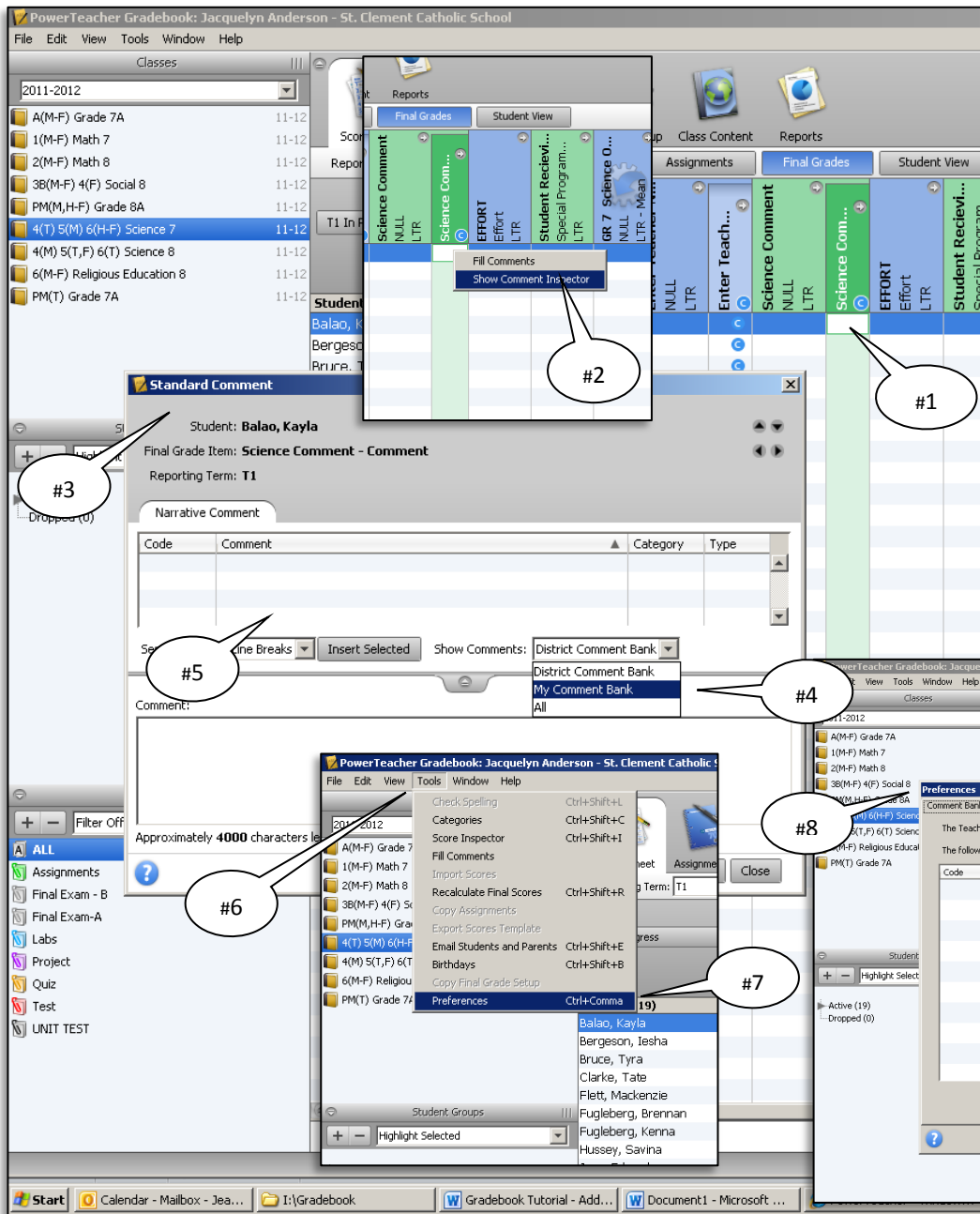
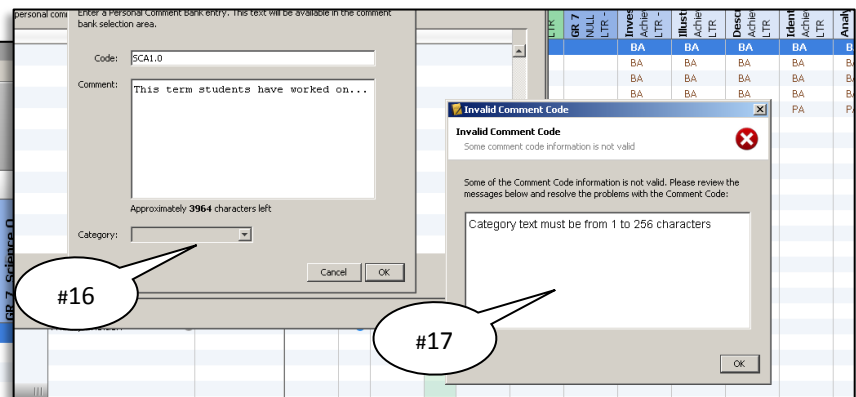
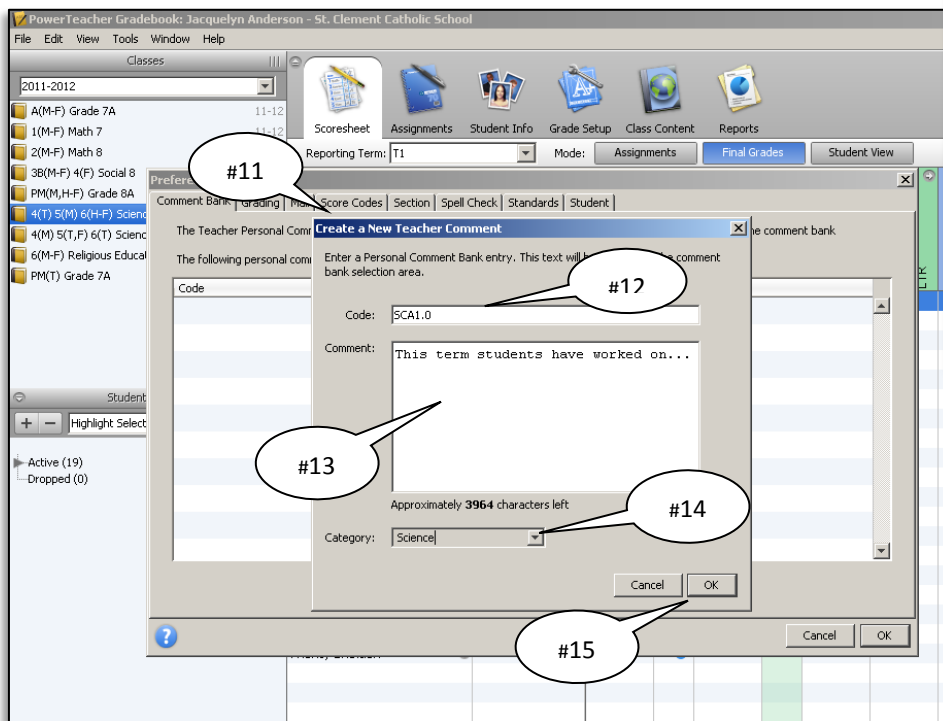


Gradebook Tutorial #11: How to create a My Comment Bank



- How can I create my own bank of comments?**
- #1: When you want to enter a comment for a selected student, you select the cell and right click, and
 - #2: Select “Show Comment Inspector” from the dialogue box that appears,
 - #3: The “Standard Comment” dialogue box appears.
 - #4: When you click the down arrow to the right of “Show Comments:” and select “My Comment Bank”,
 - #5: You will note that your “My Comment Bank” is empty.
 - #6: To add comments to your “My Comment Bank” click “Tools” in the menu bar
 - #7: Select “Preferences” from the drop down menu.
 - #8: The “Preferences” dialogue box appears.
 - #9: Select the “Comment Bank” tab.
 - #10: Click the “Add” button.



#11: The "Create a New Teacher Comment" dialogue box appears.

#12: Enter a code in the "Code" field (Enter a code that makes sense to you: SC – Science, A – Unit A, 1.0 - GO 1.)

#13: Enter your comment in the "Comment" field.

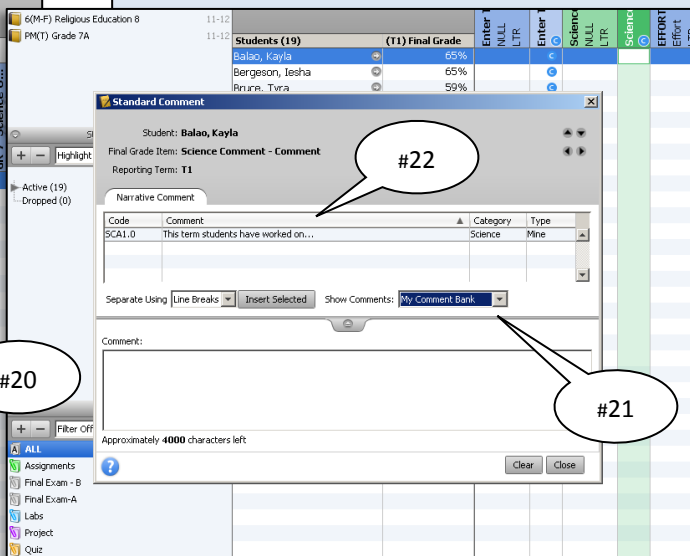
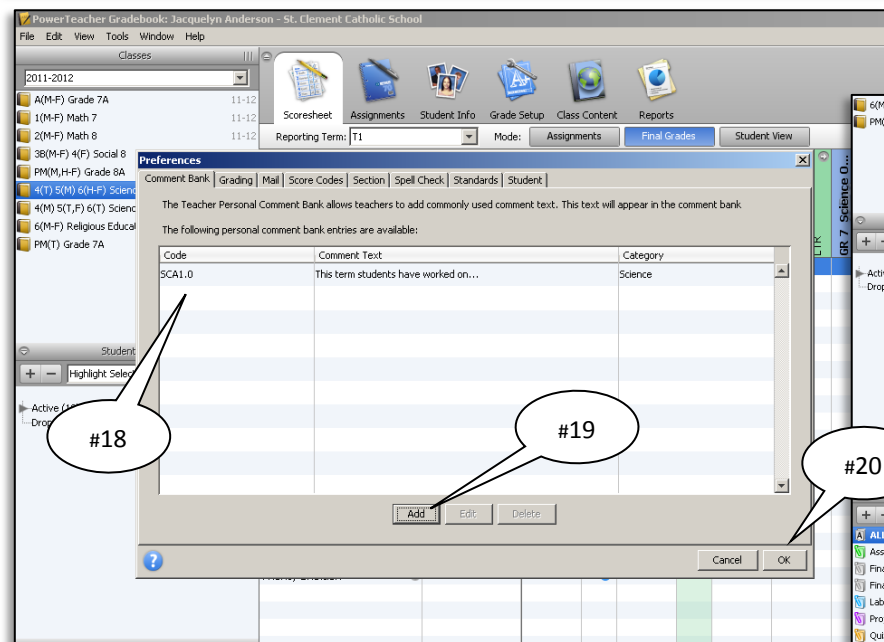
#14: Enter a category in the "Category" field.

#15: Click "OK" when you are finished creating comments.

#16: Should you forget to make an entry in the "Category" field,

#17: You will be prompted to enter one.

#18: Your new comment will appear in the "Comment Bank" pane.



#19: Click the "Add" button to enter a new comment, or

#20: Click "OK" to close the "Preferences" dialogue box.

#21: You note that once you select "My Comment Bank" from the "Standard Comment" dialogue box, that

#22: The comment that you created is now available for you to use.