



Utilize Comment Bank

Step 1.

Open the student assignment to initiate the grading process.

Step 2.

Click the icon immediately to the right of the document being graded (it is shaped like a cartoon bubble).



Step 3.

Immediately to the left is an opportunity to add comments to the comment bank. Click on “Add to bank”.

Comment bank

+ Add to bank

Your comment bank is empty
Add comments here to quickly reuse across students and assignments

Step 4.

Enter the first comment to be stored in the comment bank. Each new comment starts on a new line. You can add all of the comments in a single step (or add more at a later time). When finished, click Add.

Add comment

Add multiple comments by starting a new line

Excellent use of punctuation marks.
Nice creative way to draw the reader into the story.

Cancel Add

Using the Comment Bank



Step 1.

Find the comment you wish to use within the comment bank and either (a) click on the triple dots and select “Copy to Clipboard” or click the “Clipboard” icon.

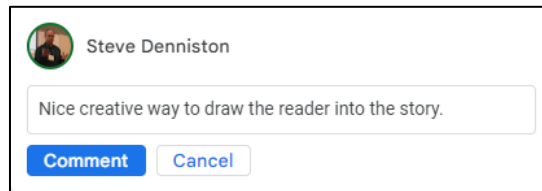
Step 2.

To add the comment to the student work, highlight the word, sentence or paragraph that you are referencing. Once highlighted, the “add a comment” icon appears to the right side of the document edge (plus sign). There is also an option to add an “emoji” comment.



Step 3.

To add the comment (to the highlighted text), click CTRL + V to paste into the pop-up display. When finished, click Comment.



Note:

To edit or delete a comment in the Comment Bank, click on the triple dots and select Edit or Delete.

