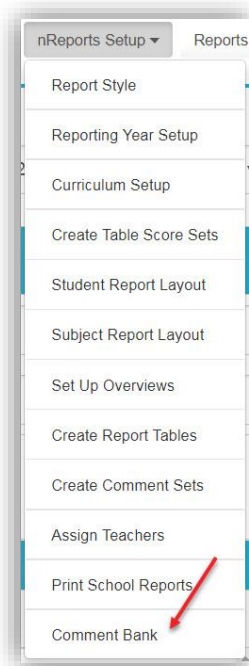


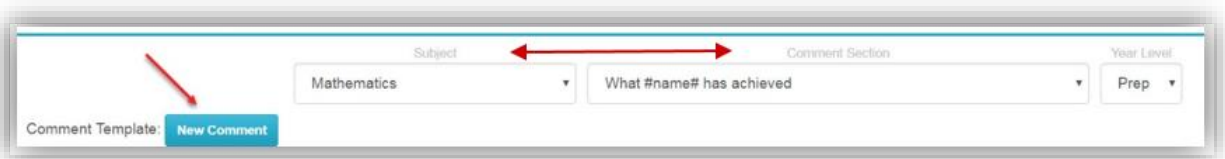


## Add Items to the Comment Bank

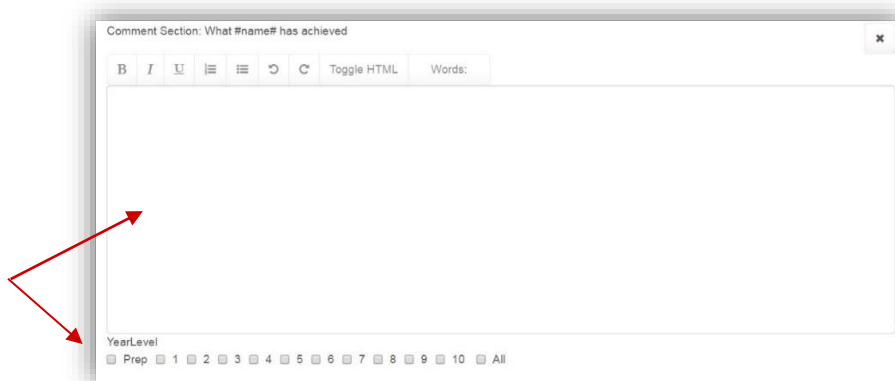
1. From the 'nReports Setup' menu, select 'Comment Bank'.



2. Choose the subject and comment section. Then click on the button labelled 'New Comment'.

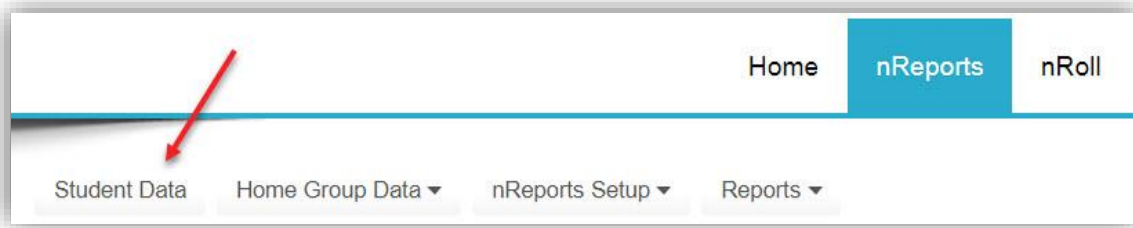


3. A Comment Box will open up. Type or paste in your comment, tick the relevant year levels and click the 'Save' button. The comment will now be available to insert on the Data Entry pages.

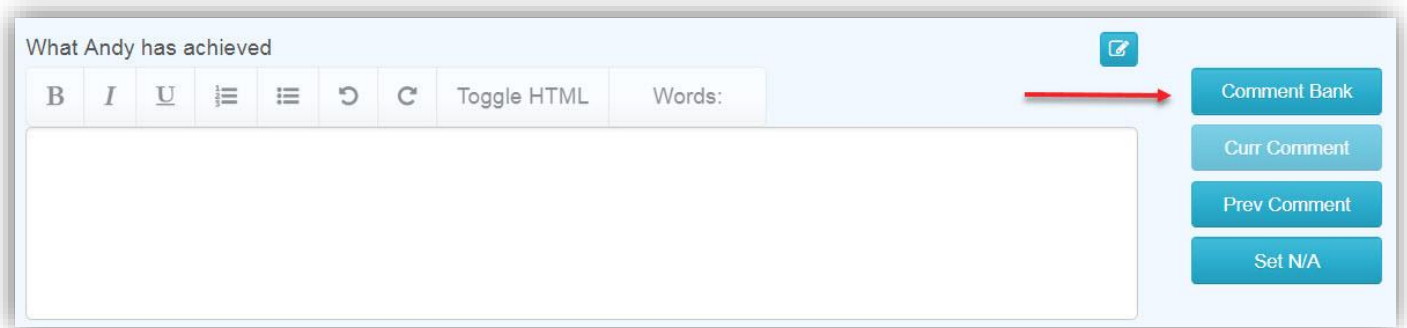


## Insert Comment Bank Items into Reports

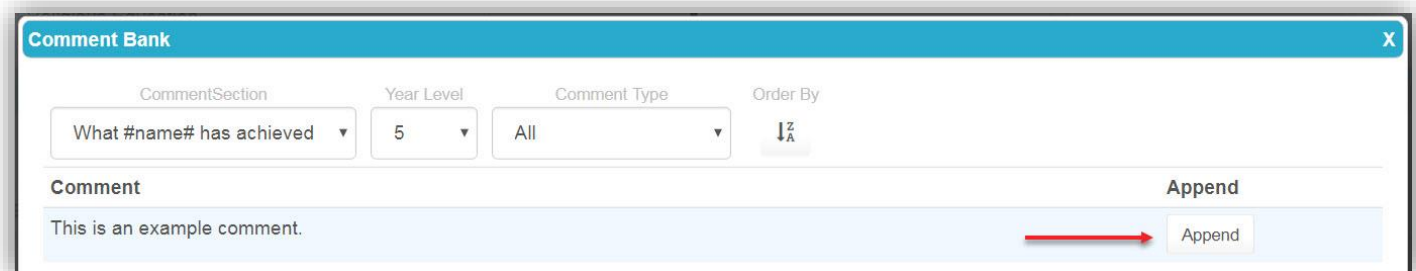
1. From within the nReports module, select 'Student Data'.



2. Scroll to the appropriate comment box and click the button labelled 'Comment Bank'.



3. A pop-up window will appear. Find the relevant comment in the list and click the 'Append' button.



4. Close the pop-up window and then click 'Save'. (You can append multiple comments from the comment bank before closing the pop-up and saving).

5. You can also append a comment to multiple students at once on the 'Home Group Comments' page. Use either the 'Select All Students' tick box or individually select students and then follow the same steps to append.

