

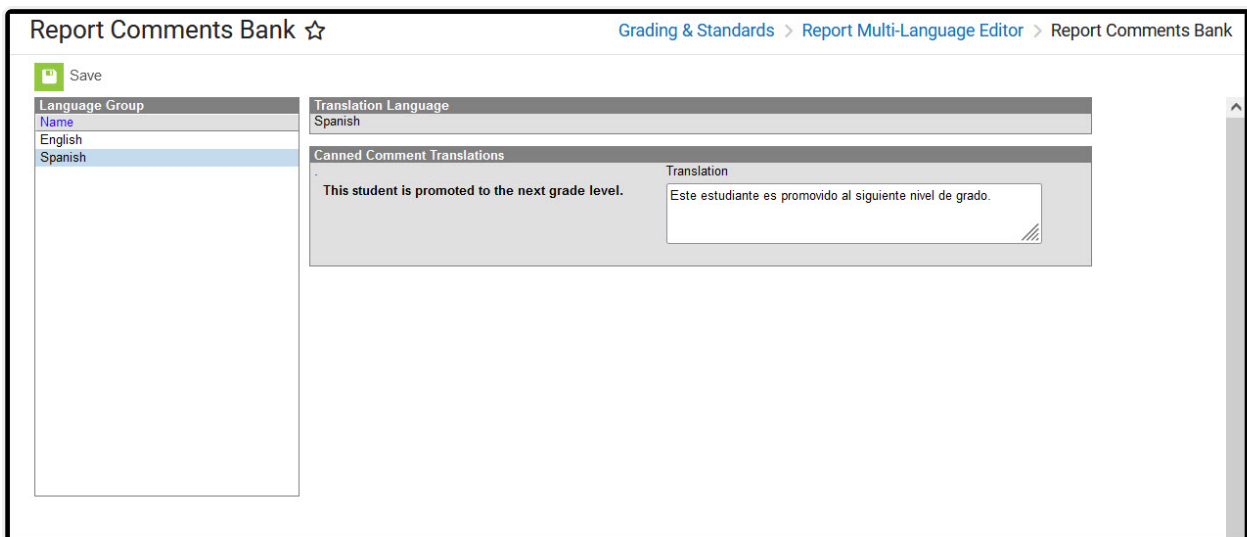
# Report Comments Bank

Last Modified on 10/21/2024 8:21 am CDT

This functionality is available to districts that have purchased the Multi-Language Editor as an add-on service. For more information, contact the appropriate Client Relationship Manager.

## Tool Search: Report Comments Bank

The Report Comments Bank tool lists the translations for default comments users can select when entering report comments on custom reports. Report comments are created using the [Report Comment Setup tool](#). The options available are based on the active languages created in the [Language Groups tool](#).



The screenshot shows the 'Report Comments Bank' tool interface. At the top, there is a breadcrumb trail: 'Grading & Standards > Report Multi-Language Editor > Report Comments Bank'. Below this, there is a 'Save' button. The main area is divided into two sections. On the left, there is a 'Language Group' table with columns for 'Name' and 'Spanish'. The 'Spanish' column is currently selected. On the right, there is a 'Translation Language' section with a dropdown menu set to 'Spanish'. Below this is a 'Canned Comment Translations' section. It contains a table with two columns: 'Canned Comment Translations' and 'Translation'. The first row shows the English comment 'This student is promoted to the next grade level.' and its Spanish translation 'Este estudiante es promovido al siguiente nivel de grado.' in a text box.

*Report Comments Bank tool*

## Enter Translated Report Comments

1. Select a language from the Language Group editor. The **Canned Comment Translations** editor displays.
2. Enter text into the **Translation** text box.
3. Click **Save** when finished.