

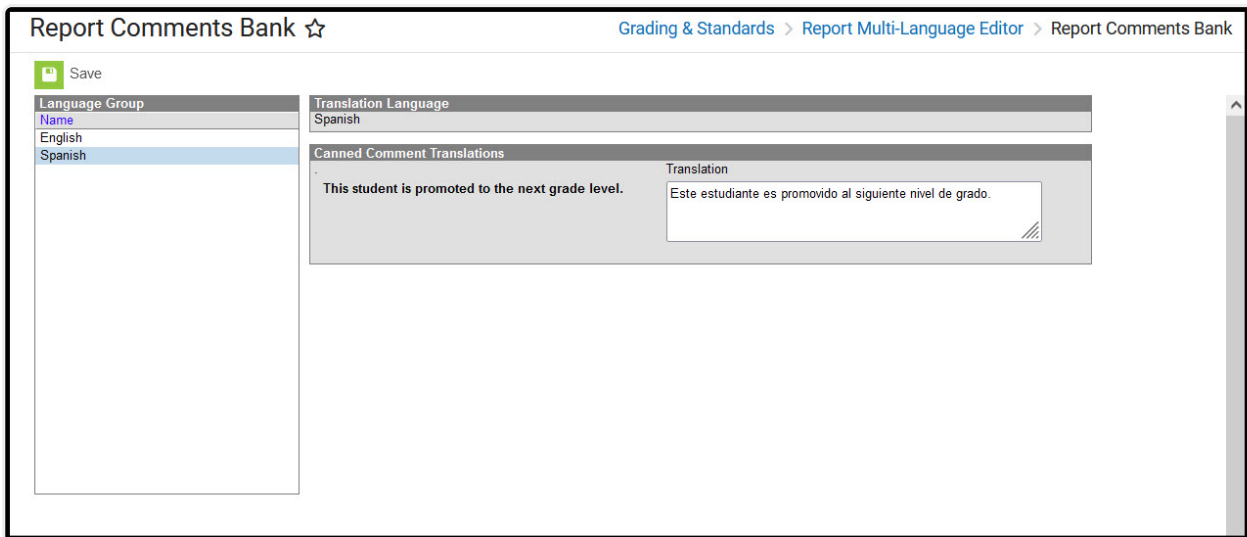
Report Comments Bank

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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 'Translation Language'. The table lists 'English' and 'Spanish'. On the right, there is a 'Canned Comment Translations' table with columns for 'Translation' and 'Translation'. The table shows a single entry: 'This student is promoted to the next grade level.' with the 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.