

# Canned Comments Bank

Last Modified on 10/22/2022 10:09 am CDT

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

**Classic Path:** System Administration > Data Utilities > Report Module > Report Multi-Language Editor > Canned Comments Bank

**Search Terms:** Canned Comments Bank

The Canned Comments Bank tool lists the translations for default comments users can select when entering comments on custom reports.

Canned comments can be applied to the grading score as a comment by personnel filling out a report card or transcript for a student. Canned comments are saved as templates at System Administration > Grading and Standards > [Grading Comments](#). Users can select one or more predefined comments and add manually typed comments, if desired.

The Canned Comments Bank translates these comment templates and if the full comment in the grading score matches the translations in the system. If any part of the comment from the grading score doesn't match, it is not translated. However, these can be translated using the [Student Comments](#) tool.

Options available are based on the active languages created in the [Language Groups](#) tool.

Language Group Name	Translation Language
Arabic	Chinese
Chinese	
English	
Hindi	
Hmong; Mong	
Spanish	

  

Canned Comment Translations	Translation
Does not participate in class discussions.	不参与课堂讨论
Excellent work.	出色的工作
Respectful student	尊敬师长的学生
Strong understanding of content	对内容的深刻理解
Well organized	有条理的
Works well with others	容易和他人共事

*Canned Comments Bank Editor*

## Enter Translated Canned Comments

1. Select a language from the Language Group editor. The **Canned Comment Translation** editor displays.

2. Enter text into the **Translation** text box.
  3. Click **Save** when finished.
-