

3. Creating a Favourite Comment Bank

Favourite Comments is a section of the program where you store your own comments and paragraphs of text.

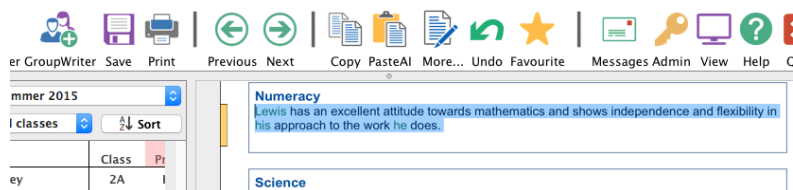
You can either :-

- Create these “from scratch”.
- Select preferred comments from the programs comment banks and copy these into favourites for easy reference.

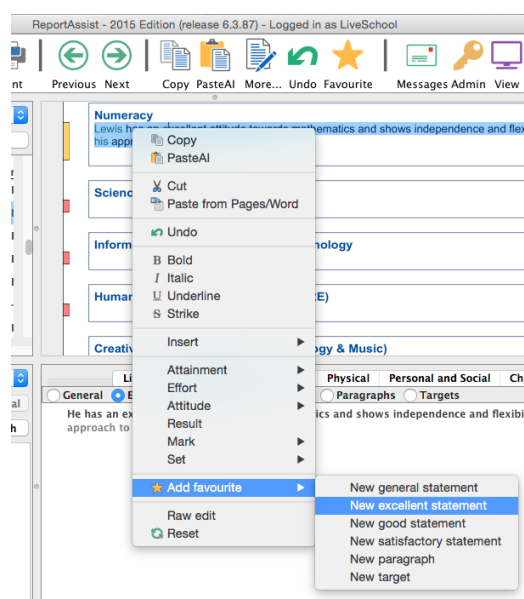
Working Examples :-

- Click in the subject box of any pupil eg Numeracy - Compose a comment - Highlight it (hold down left mouse button and drag over it).
 - As we keep saying “right click for most functions” Right click your highlighted text then select Add Favourite - New Excellent Statement.
 - The new statement will now appear in the Numeracy Favourites section as an Excellent Comment (Click Favourites - Excellent to view this)
 - If you **right click** on any comment in the Curriculum or General comment banks you can also add these to your favourites.
 - To delete a favourite simply right click a selected comment and click on delete.
- nb.** Once you have pasted text from other programs (see tutorial 5) into a pupils correct subject box you can then add this to your favourites using 1-2 above.

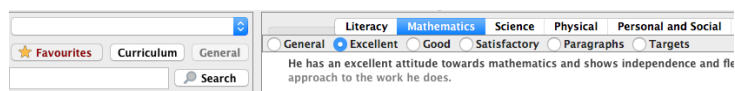
1.



2.



3.



4.

