



Comment Builder

media-x
Powerfully Simple

Creating a New Comment Library

Comments are used throughout the system as a means of automating the use commonly used statements. **Phrases** are implemented to support the smaller screens of the iPhone and iPad and are used with eWalk's apps on these devices.

Folder Structure and Navigation

The comment library can significantly reduce the amount of time you spend entering information into your report cards and walkthroughs.

Depending on your setup there are 3 ways to start this tool. From MxWeb click the **Comment Builder** which is displayed under **Tools** (Fig. 1). From standard eWalk select **Build** and **Comment Builder** (Fig. 2). If using Views, select **Comment Builder** under the build panel (Fig. 3).

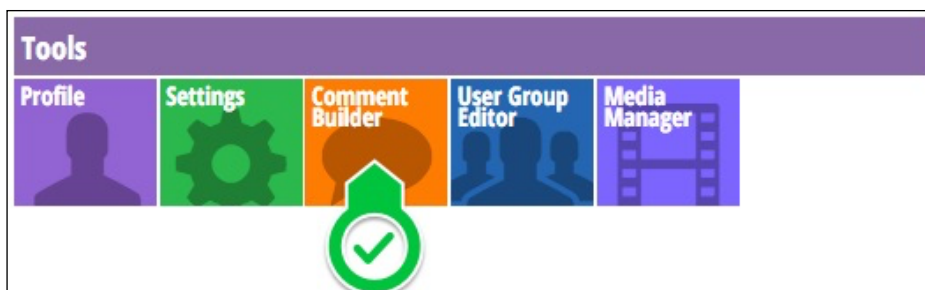


Figure 1 - MxWeb menu

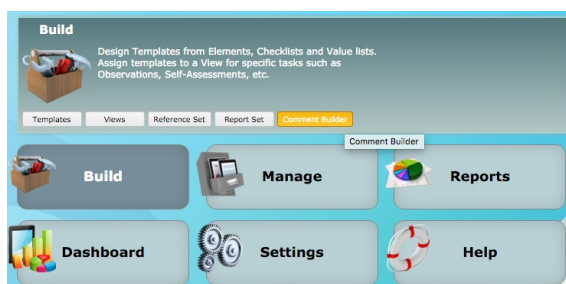


Figure 2 - eWalk menu

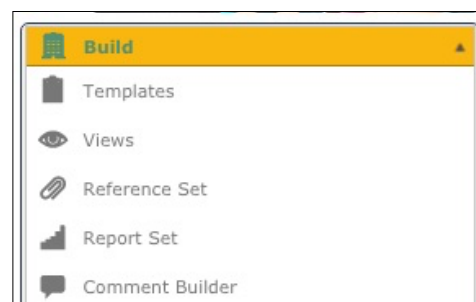


Figure 3 - eWalk Views panel

The **Comment Builder** navigation bar (Fig. 4) has several buttons. **Toggle Browser** switches to a full screen, **Expect. Browser** is used to reference Student Expectations (Learning Outcomes) if you use them, **Import Comment Library** is typically used to import defined district-wide Report Card comments and **New Library** is used to create a new personal library that could be shared with others.

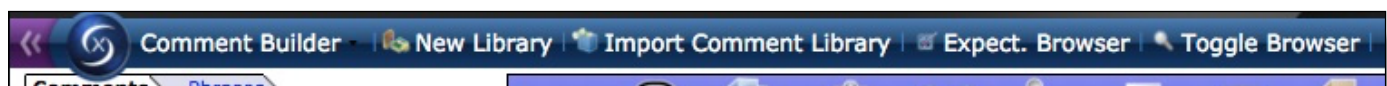


Figure 4 - The Comment Builder navigation bar

To create a new comment library, click **New Library** (Fig. 4) which will display the **New Library Wizard** (Fig 5)

Comment Libraries are used most often and we will be using these.

Check the **Comment Library** radio button, if not already checked. Type the name of the new library in the **Name:** text input box and then click **Next**.

Figure 5 - The New Library Wizard

The comment libraries support several levels which can be made to coincide with the levels of a rubric. This makes it easier to select a comment that matches the rating level of a particular item and so continuing on to step 2 (Fig. 6) you select the number of levels and give each level an appropriate title.

Selecting **Next** completes the library definition (Fig. 7) and you now select **Finish**.

Figure 6 - Defining the levels for comments in a library

Because you created this library, it will automatically be placed in the **My Libraries** category, as those which might be shared with you will be seen in the **Shared Libraries** category (Fig. 8)

Figure 7 - Completing the library definition

Libraries are listed in the left pane and contents will be listed in the right pane when library is selected. Figure 8 does not have a library selected and Figure 9 shows a library selected and thus an activated right pane.

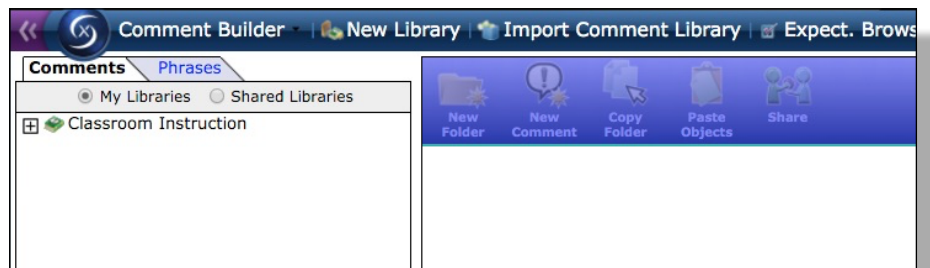


Figure 8 - Libraries List

Building the Comment Library

With a library created, you next need to add content, and to do so you first select the library to which you wish to add content and thus activate the editing right pane (Fig. 9).

Comments are placed in folders and so the first thing to do is to create a folder by selecting **New Folder** (Fig. 9), which opens a new pane to name the folder (Fig. 10).

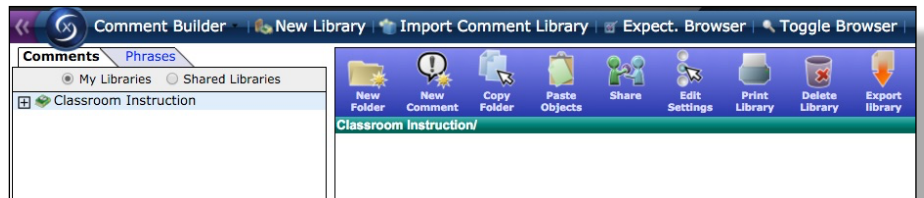


Figure 9 - The editing pane

After naming the folder, select **Save** (you can even spell check the name first), which closes the bottom pane and produces the new folder on the top pane (Fig. 11).

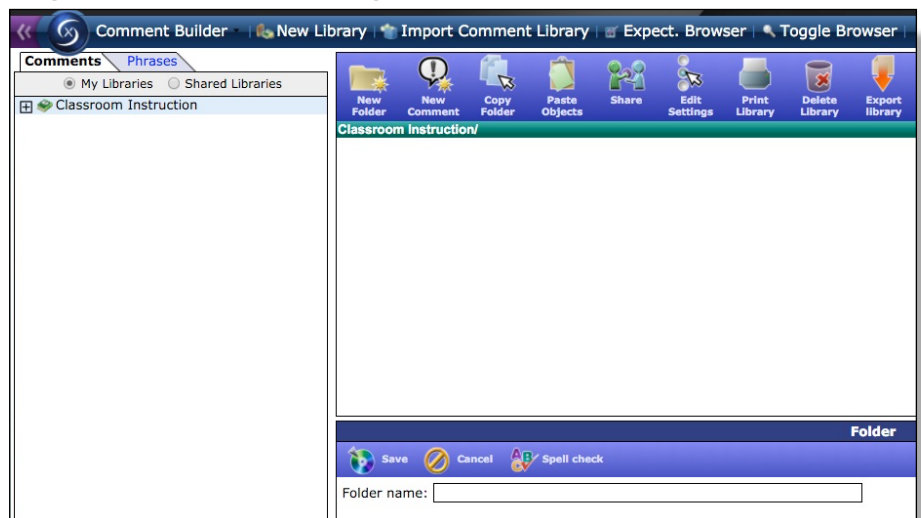


Figure 10 - Naming a folder

You can create as many folders as you require for organization purposes and you can even select a folder and create one or more folders within it by clicking on the folder (Fig. 12).

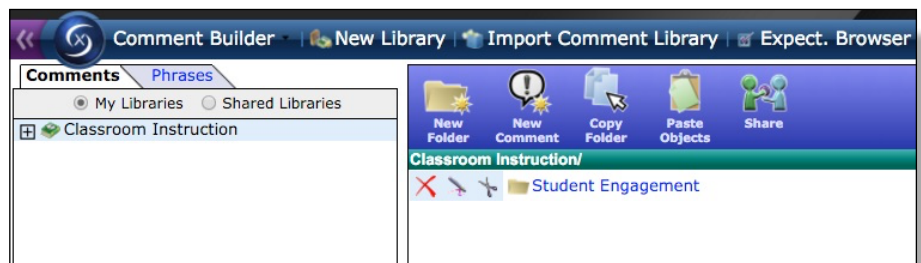


Figure 11 - A newly created folder

If you have a complex structure of organizing folders you can even copy a structure and paste it elsewhere.

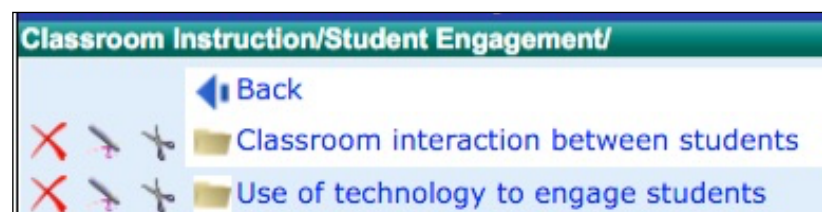


Figure 12 - Folders within Student Engagement

Once you have built the folders for your library you will be able to add comments into them.

Creating Comments

To create comments you select the appropriate folder and select **New Comment** which opens the edit pane (Fig. 13). The defined structure for the library is shown (in this case 4 levels) and you enter a name and the contents for the various levels. The **Code** box is only used when there are described codes for report card commenting purposes

A token is a short word, such as **~name**, which will automatically be replaced by data when applied. For instance, the **~name** token will automatically be replaced by the teacher's first name when a comment with this token is selected. Figure 14 shows a populated comment that has 2 tokens and Figure 15 shows the result of selecting Exemplary from this comment in a classroom observation. Upon completion of creating a comment select **Save**.

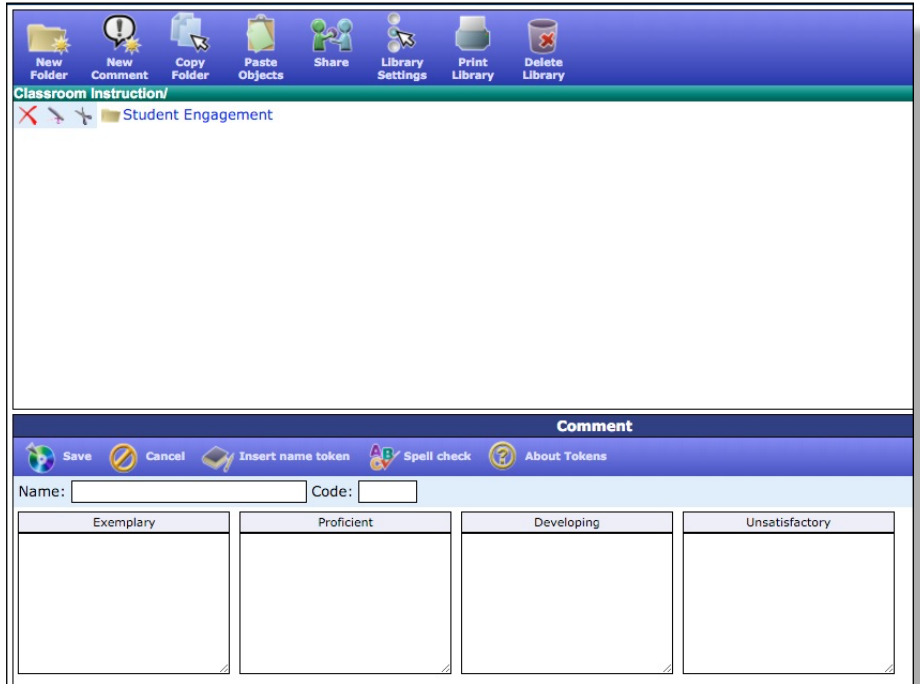


Figure 13 - Editing a comment

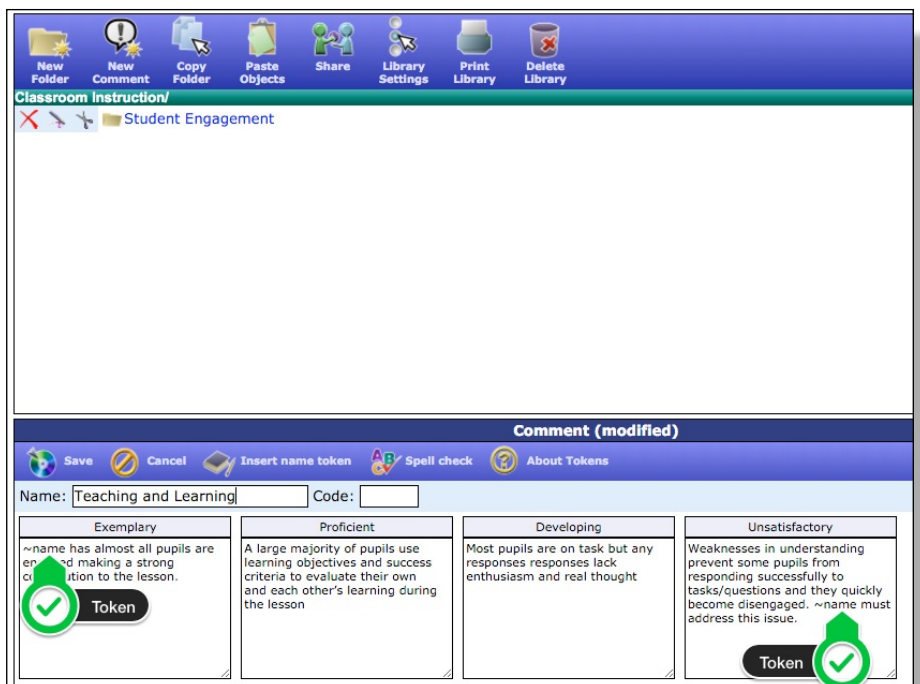


Figure 14 - Filling in a comment

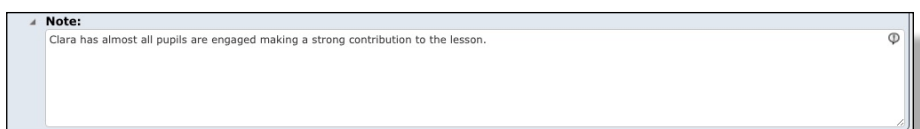


Figure 15 - Using a comment

Exporting a Comment Library

The owner of the comment library needs select the relevant library from those available listed on the left hand side of the screen to click on the "Export" button (Fig. 16). This will download a .XML file. This file then needs to be given to you.

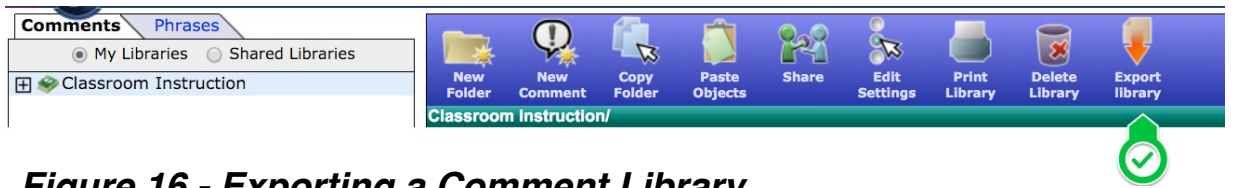


Figure 16 - Exporting a Comment Library

Importing a Comment Library

1. Click the "Import Comment Library" button found at the top of the comment library interface. Depending on your settings, it will look like Figure 17a or 17b.

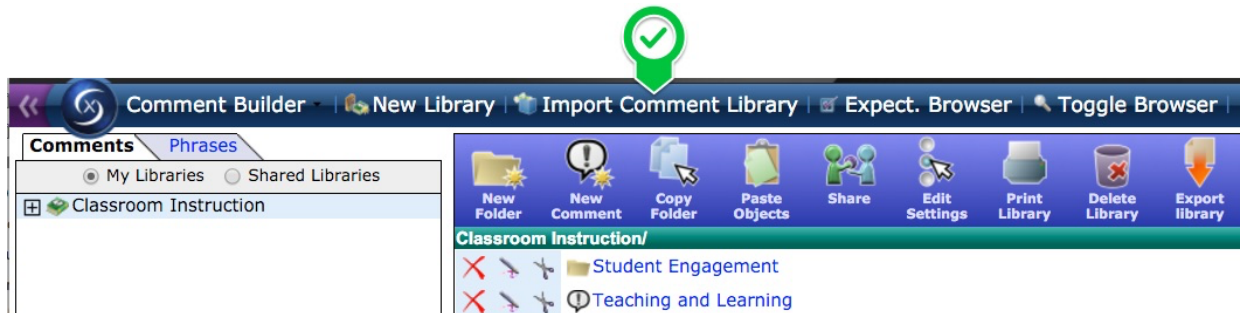


Figure 17a - Import Comment Library

2. Select "MxWeb Comment Library" as the library type (Fig. 18).

3. Click "Browse...." to select that previously exported .XML.

4. Click on the "Import file" button.

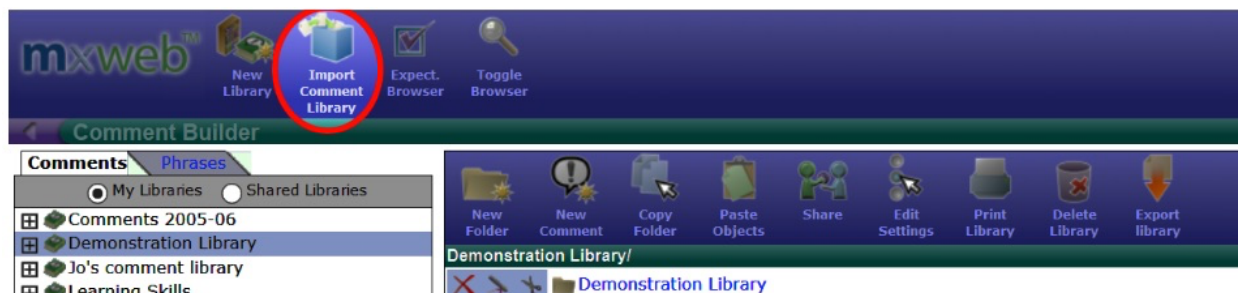
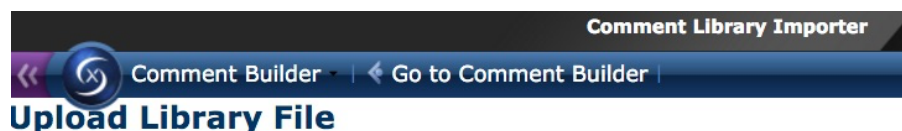


Figure 17b - Import Comment Library



Done! You should now find a copy of the library is available under your account.



Figure 18 - Uploading a Comment Library

Creating Phrase Libraries

Phrase Libraries are accessed by the eWalk apps as an option to typing short comments(phrases) via the keyboard. After starting the Comment Builder, select **Phrase Library** (Fig. 19), give the library a name and select **Next**. The menu changes and you specify that the library will be for the eWalk app (Fig. 20), and select **Next**, where the menu changes and asks for the creation of a category (Fig. 21).

You can enter as many categories as you'd like, and when done you will have created a set of categories for your library.

As with the Comment Libraries, you select a library and instead of a folder as in Comment Libraries, select a **Category** and enter one or more phrases (Fig. 22).

When you use the eWalk apps and tap on a note box, the keyboard pops up - and at the top of the keyboard is a **Phrase Library** button. Selecting this button will show the Phrase Library Categories that you created, and selecting a category will display the phrases you created in that category.

Tap a phrase and it is entered into the note box.

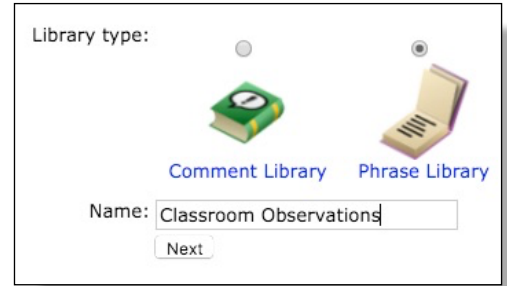


Figure - 19 Selecting a Phrase Library

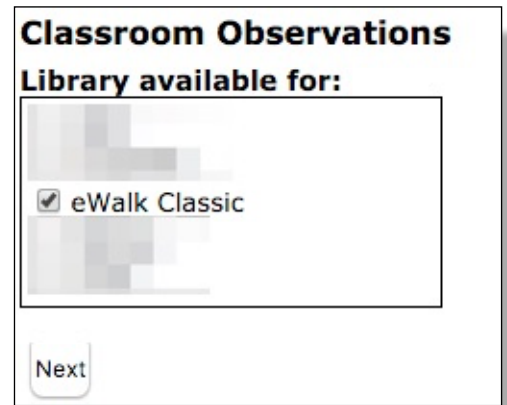


Figure - 20 Selecting eWalk



Figure - 21 Creating a Category



Figure - 22 Creating a phrase