





Powerfully Simple

Creating a New Comment Library

Comments are used thoughout 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 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 being with 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**.

-	
mxweb 🖉	
🗲 🕻 mxWeb > Comment	Builder > New Library Wizard
lew Library Wiza	rd
Step 1: Name the Library	Library type:
Choose a name for your library as well as what type of library it will be.	
Comment Library A library of comments supporting folders and multiple levels for a single comment. Phrase Library A simple library of short	Comment Library Phrase Library Name: Next
A simple library of short phrases broken up into categories.	

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 easier to select a comment that matches the rating level of 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*.

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 6 - Defining the levels for comments in a library

	mxweb mxWeb > Comment B New Comment Libra	uilder > New Library Wizard ary Wizard
	Setup Complete!	Getting Started
•	Your new comment library has been created and is ready for you to edit!	When creating your comments, you may wish to organize them into folders for easier navigation. You may create any number of subfolders.
		Finish

Figure 7 - Completing the library definition

I ibraries 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).

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).

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).

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

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







Figure 10 - Naming a folder



Figure 11 - A newly created folder



Figure 12 - Folders within Student Engagement

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

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. 16), give the library a name and select *Next*. The menu changes and you specify that the library will be for the eWalk app (Fig. 17), and select *Next*, where the menu changes and asks for the creation of a category (Fig. 18).

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. 19).

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 - 16 Selecting a Phrase Library

Classroom Observations Library available for:		
Next		

Figure - 17 Selecting eWalk



Figure - 18 Creating a Category



Figure - 19 Creating a phrase