

## Bulk import of Comments into WBC Report Writer

This document applies to Word 2002 but should be fairly similar in any word processor.

**Objective:** Prepare subject comments for use with WBC Report Writer, Adding special symbols for gender recognition, Adding additional information for subject area, level and age range.

If you have not already visited [WBC Online Comment Bank](#) take a look and see what has been submitted. Many of the comments have been prepared for use already.

Assuming you already have a collection of subject comments or you have found a collection on the internet, they will need a few alterations to be used by the program.

### Prepare the comments for use by the program.

The program uses the following symbol to represent the pupil's name. Replace all instances of pupil names with this symbol (#).

# = Pupil Name

### Import the Comments

To import correctly you need to ensure you have each comment separated by a carriage return. In other words at the end of each comment you need to have pressed **Enter**. You can check easily by revealing the hidden characters **ctrl+\*** in Word. The dyslexic "P" should be at the end of each comment.

When asked to talk about Literacy texts, # speaks in front of an audience with confidence, and shows a super understanding of the ideas under discussion.¶

# listens attentively and responds well to the suggestions and ideas of others.¶

# listens attentively in class.¶

### Formatting Comments

Comments can be pasted 'naked and nude' with no additional information (as above). Alternatively they can be dressed with additional information (Subject Area, Level and Age Range).

To do this, use the following format:

This is a subject comment|Subject Area|Level|Age Range

And will look something like this with 'real data':

#'s handwriting is illegible|Handwriting|Weak|KS2

#'s handwriting is legible|Handwriting|Good|KS3

Note the use of the separator.

**Important:** if including only some of this additional information all three separators need to be included eg:

#'s handwriting is illegible||Weak|KS2 (no Subject Area data)

#'s handwriting is legible|Handwriting|| (no Level or Age Range data)

## Paste Comments into WBC Report Writer

1. From the main menu in WBC Report Writer select **Import Comments**.
2. Select the correct Subject radio button for your comments. If it doesn't exist yet click **Add Subject** and follow the instructions on the page that opens.
3. Paste your comments into the box provided and follow the onscreen instructions.

## Some Sample comments for the subject General Comments

Add a test subject and paste these into the program - follow the procedure described above. You can delete the test subject from the same page.

Note: In these comments the subject has been divided into several subject areas which in turn have been classified as Excellent, Good, Satisfactory, Weak.

Eg.

### General Comments

#### Introduction

Excellent  
Good  
Satisfactory  
Weak

#### Attitude and Effort

Excellent  
Good  
Satisfactory  
Weak

#### Behaviour

Excellent  
Good  
Satisfactory  
Weak

#### Targets

Excellent  
Good  
Satisfactory  
Weak

# is an able member of the class who is always willing to contribute to class discussions and share his at times perceptive and imaginative insights.|Introduction|\_Unlevelled|KS2

# has settled well into the class and is learning to listen carefully and contribute to class lessons.|Introduction|\_Unlevelled|KS2

# has become an enthusiastic member of the class who enjoys all aspects of the work.|Introduction|\_Unlevelled|KS2  
He assumes responsibility well and has an excellent attitude.|Attitude and Effort|Excellent|KS2

# takes a keen interest in all work and is most agreeable and a willing worker. It has been wonderful having him in my room.|Attitude and Effort|Excellent|KS2

He has played a substantial contribution to our class and is an inspiration to his classmates.|Attitude and Effort|Excellent|KS2

He is a delightful child who has been a pleasure to teach. I wish him well for the future.|Attitude and Effort|Excellent|KS2

# is a wonderful child and it has been a pleasure to have had him in my class this year.|Attitude and Effort|Excellent|KS2

He exhibits excellent attitude, possesses good self discipline and is respectful of others.|Attitude and Effort|Excellent|KS2

# works well independently he exhibits creativity and is a pleasure to have around.|Attitude and Effort|Excellent|KS2

He is self-confident and has excellent manners.|Attitude and Effort|Excellent|KS2

# has made a good start and I wish him well for the future.|Attitude and Effort|Good|KS2

# is an enthusiastic member of the class who especially enjoys opportunities to choose and report back on his own learning activities.|Introduction|Good|KS2

I enjoyed having # in my class.|Attitude and Effort|Good|KS2

With #'s friendly, cooperative attitude, he will always be a pleasant addition to any class.|Attitude and Effort|Good|KS2

# has made good progress this year.|Attitude and Effort|Good|KS2

# is a delightful child and I wish him well for the future.|Attitude and Effort|Good|KS2

# is a quiet member of the class who often takes a keen interest in the work, especially in a small group.|Introduction|Good|KS2

# has settled well into the class and is learning to listen carefully and contribute to class lessons.|Introduction|Good|KS2

He is very good at describing what he has done and what he has found out.|Introduction|Good|KS2

It has been a pleasure to have him in my class.|Attitude and Effort|Good|KS2

# has been a pleasure to teach and I wish him well for the future.|Attitude and Effort|Good|KS2

# is a quiet child who listens well; learns from others in the class and shares his own thoughts when prompted.|Introduction|Good|KS2

He has a well developed imagination and a perceptive understanding of the world around us.|Introduction|Good|KS2

He assumes responsibility well, excels on the playground and is well liked by his peers.|Attitude and Effort|Good|KS2

# classroom attitude shows improvement as a result the quality of ~ work has improved.|Attitude and Effort|Good|KS2

There has been a noticeable improvement in #'s study habits this year, which is very encouraging.|Attitude and Effort|Good|KS2

# continued to blossom as the year progressed.|Attitude and Effort|Good|KS2

He is a charming pupil and I wish him well for the future.|Attitude and Effort|Good|KS2

He assumes responsibility well and has a fine attitude.|Attitude and Effort|Good|KS2

# has settled quickly into the class and is making friends.|Introduction|Good|KS2

Overall this has been a good year for # and I wish him well in the future.|Attitude and Effort|Good|KS2

# is an enthusiastic member of the class who enjoys all aspects of the work.|Introduction|Good|KS2

With #'s ability to apply himself to each task, he should receive much satisfaction from his school experiences.|Attitude and Effort|Good|KS2

If #'s improved attendance at school can be maintained I am sure that he will sustain his current rapid progress.|Attitude and Effort|Good|KS2

Although he has had some difficulty adjusting to our room and various duties, he usually tries to cooperate.|Behaviour|Satisfactory|KS2

He still needs strengthening in the concept of long division.|Targets|Satisfactory|KS2

If #'s learning style continues to mature I am sure he will be able to fulfil his considerable potential. I wish him well for the future.|Attitude and Effort|Satisfactory|KS2

# is a polite and friendly child who always tries his best.|Introduction|Satisfactory|KS2

He is able to explain what he has done and what he has found out.|Introduction|Satisfactory|KS2

# is a friendly child who becomes enthusiastic when he is able to choose his own learning activity.|Introduction|Satisfactory|KS2

# is a charming child who works very well when he is able to choose his own learning activity.|Introduction|Satisfactory|KS2

# is a delightful child who finds it hard to listen carefully and learn from others in class lessons or share his own insights.|Introduction|Satisfactory|KS2

He needs to improve his reading speed and comprehension if he is to have success next year. His reading is very slow please help him.|Targets|Satisfactory|KS2

# needs to actively participate in classroom discussion|Attitude and Effort|Weak|KS2

# has had some problems adjusting to our room, as you know from my reports to you.|Attitude and Effort|Weak|KS2

He needs to improve his reading speed and comprehension if he is to have success next year. His reading is very slow please help him.|Targets|Weak|KS2

# has become more settled in school and is learning to listen more carefully and contribute to class lessons.|Introduction|Weak|KS2

# needs to improve classroom attitude he does not work up to his ability.|Behaviour|Weak|KS2

Many of his difficulties occur on the playground and he then carries a poor attitude in to the classroom.|Behaviour|Weak|KS2

He is capable of much better work.|Attitude and Effort|Weak|KS2

He he himself. He his his. His him himself him.|Targets|Weak|KS2

Thank you for your interest in #'s attitude.|Attitude and Effort|Weak|KS2

He needs to pay attention in class, # experiences difficulty following directions.|Attitude and Effort|Weak|KS2

Weak|Targets|Weak|KS2