

Bulk import of Comments into WBC Report Writer

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

Assuming you already have a collection of subject comments or you have found a collection on the internet.

Paste the comments into your word processor if they are not already.

Prepare the comments for use by the program.

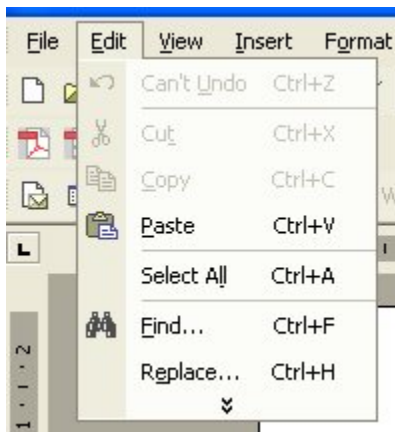
The program uses the following symbols to represent the pupil's name and the correct personal pronoun based on the gender of the pupil.

#	=	Pupil Name
~	=	His / Her
@	=	He / She
*	=	Him / Her

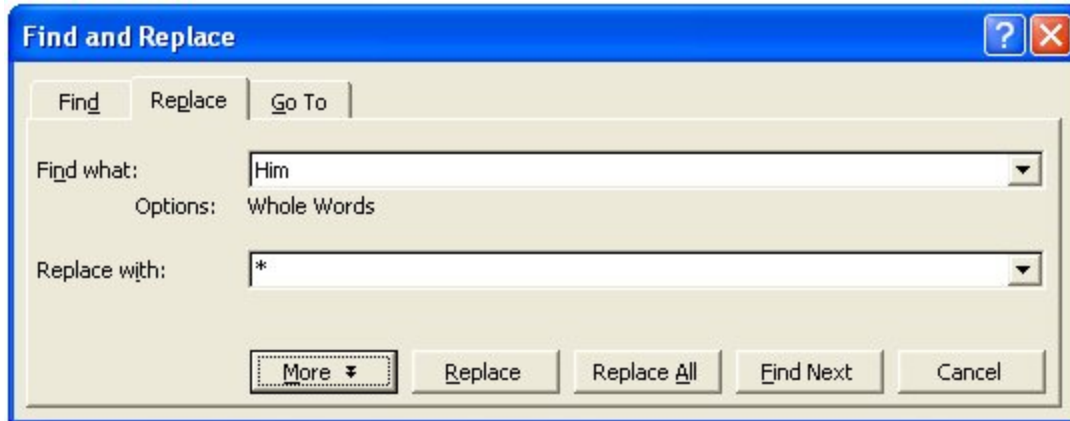
Your comments will need to be modified. This can be done quickly and accurately using the Replace function in your word processor.

TIP: Choose if you can comments that are written for a boy, if you only have girl specific comments you will need to take extra care when replacing **Her** as it could represent a Her = ~ or a Her = *.

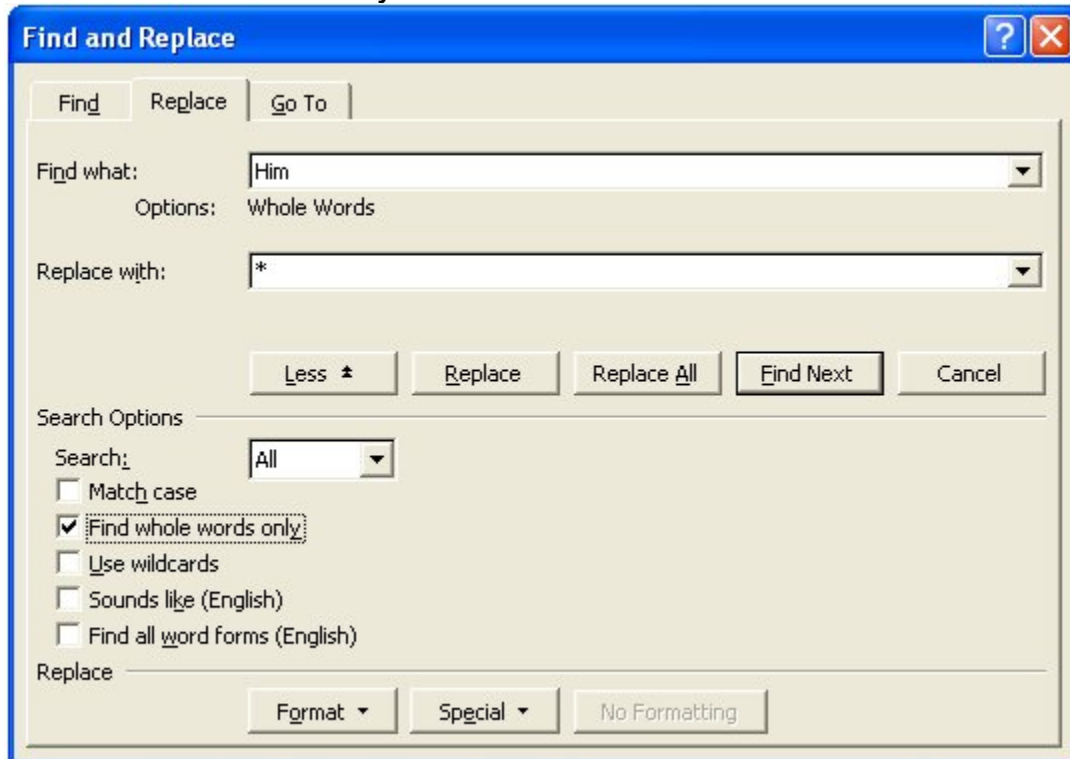
Edit – Replace



This window appears. Click the **More** button.



Tick the **Find whole words only** box.



Enter what you wish to find and the relevant symbol you wish to replace it with.
Click **Replace All**.

Repeat the procedure for **Him**, **He** and **His**.

The pupils name can be replaced the same way but only if the comments have been written for pupils with the same 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** once when they were written.

```
#s spoken comments are often perceptive and reflect ~ well-developed listening skills.¶  
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, responds well to the ideas of others and can report back clearly and  
concisely.¶  
# listens attentively and responds well to the suggestions and ideas of others.¶  
# listens attentively in class.¶
```

You can check easily by revealing the hidden characters **ctrl+*** in Word. The dyslexic “P” should be at the end of each comment.

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.
3. Paste your comments into the box provided and follow the onscreen instructions.

Some Sample comments for the subject Speaking and Listening

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.

listens attentively. When asked to talk about ~ work, @ reports back clearly and concisely.

#s spoken comments are often perceptive and reflect ~ well-developed listening skills.

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, responds well to the ideas of others and can report back clearly and concisely.

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

listens attentively in class.

listens extremely well, and invariably makes perceptive comments during discussions.

@ contributes well to class discussions, offering quite perceptive comments.

@ contributes well to class discussions, often injecting some humour, and is willing to justify ~ opinions and feelings to others.

is not afraid to express ~ feelings and opinions to others during class discussions; and speaks with greater clarity and thought.

is well informed, and quietly puts ~ point of view over in class discussions. @ listens with interest during these sessions.

is well informed. @ listens with interest during class discussions and is very composed when answering questions.

~ acting skills are super, and @ can deliver ~ lines with aplomb.

@ listens superbly, and can put forward ~ own points of view clearly and articulately.