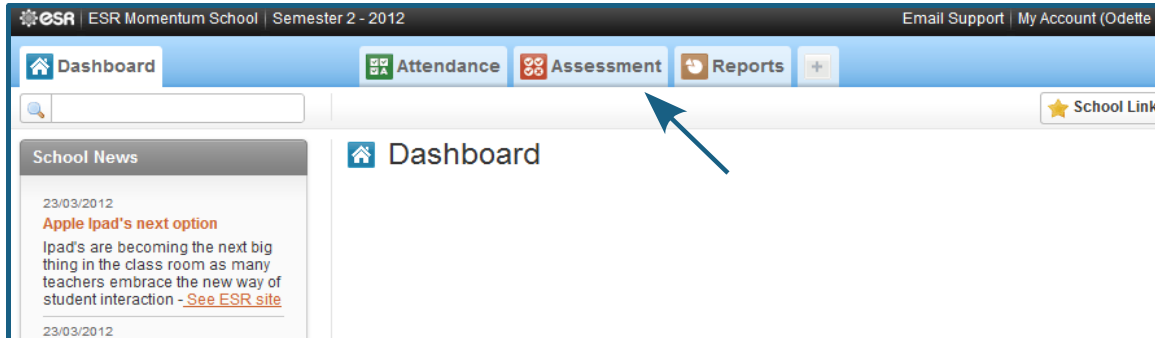




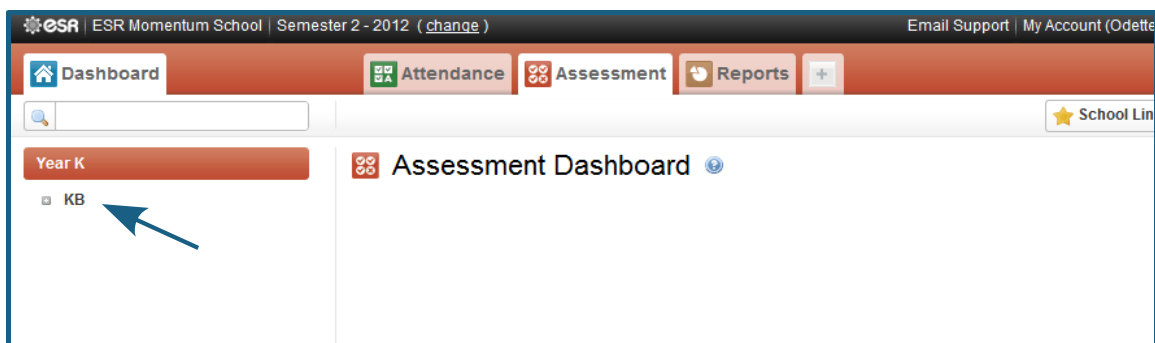
## Writing Student Comments in ESR Assessment

### Getting Started

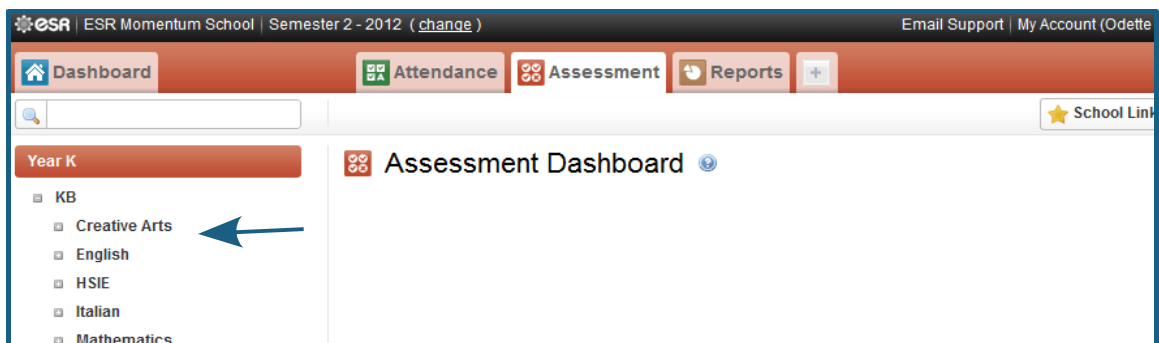
- 1) Log into ESR Momentum and click on the **Assessment** tab at the top of the page.



- 2) You will see the grade (or grades) you teach displayed on the left of the page.
- 3) Click on the **grade**. The class (or classes) you teach will appear. Expand your class by clicking on it.



- 4) When you have clicked on your class name to expand it, the **Key Learning Areas** will appear.



Hint: Whenever you see the arrow icon next to a menu icon, it indicates that it can be expanded to reveal more options.

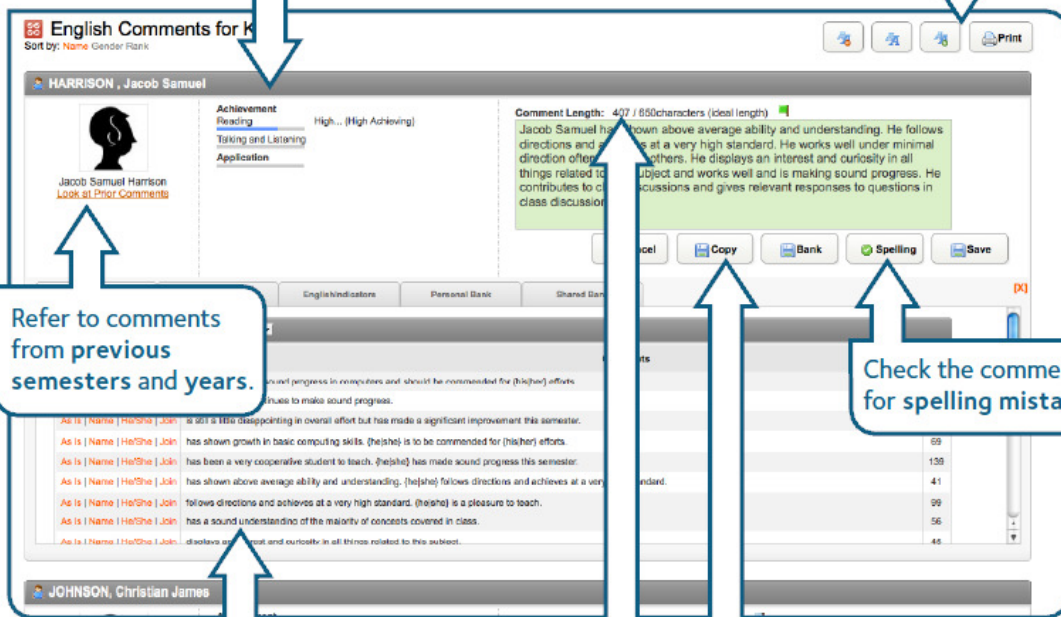
- 5) Under each KLA, there is a **Comments** option where you can add comments specific to each KLA. Selecting the Comments option will display your class list with a comment box alongside each student.
- 6) Click in the comment box or click **Edit** to display the **comment box tools** (see below). Or, you can simply type your own comment in the box.

The screenshot displays a student profile for AKBAR, Pei Jing. On the left, there is a profile picture placeholder with the text "load photos" below it. The student's name "Pei Jing Akbar" is listed, along with links for "Look at Prior" and "Comments". The profile shows two achievement levels: "Creative Arts" with a "High (B)" rating and "Application" with a "High" rating, each represented by a progress bar. On the right, a comment box contains the text: "Cooperates in group activities. Pei Jing takes initiative in class. She works well independently and shows a positive attitude and willingness to use class time wisely. Pei Jing cooperates in group activities. She shows a positive attitude and willingness to use class time wisely." Above the comment box, it indicates "Comment Length: 281 / 450 characters (ideal length)". A blue arrow points to the comment box, and an "Edit" button is located at the bottom right of the comment area.

# Comment Building Tools

An overview of the student's aggregated grades for this KLA.

Change the size of the text in the comment box using these buttons. This does not affect the text size on the final printed report.



Refer to comments from previous semesters and years.

Check the comment for spelling mistakes.

**Comment bank**  
Select from a pre-populated bank of General comments and KLA- and Indicator-specific comments.

Once you've built a comment for a student, clicking **Copy** will copy it to all other students in the class who have blank comment boxes for this KLA.

Their names and genders will be changed automatically.

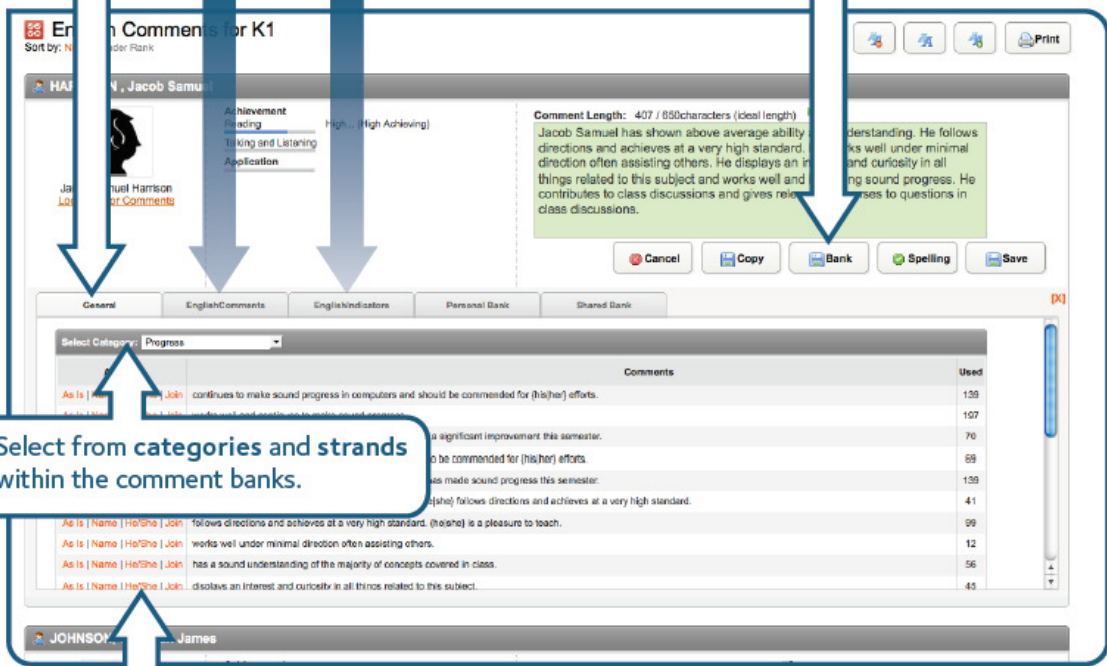
The **character counter** indicates the optimum length of the comment (set by your school's administrator) and the number of characters you've entered. The background of the comment box will **change colour** to green to indicate that you've reached the optimum length. If your comment is over the optimum length, the colour will change to yellow and then red to indicate that it's too long.

# Comment Banks

Select from a pre-populated bank of **General** comments and **KLA- and Indicator-specific** comments.

Save comments you've written or built for your own reference in the **Personal Bank**. To share with other teachers, save in the **Shared Bank**. Click **Bank** to save a comment in the bank.

Click on the **Personal** and **Shared** banks to access your own and other staff comments.



Select from **categories and strands** within the comment banks.

Activate a comment by choosing to add the comment as it is, by the student's name or by the student's gender. Join comments together using the **Join** option.

The student's name and gender will be applied automatically.

Please don't hesitate to call us on (02) 8208 6000 or email us at support@esr.com.au if you have any queries.

