Banks/Stored Text

Frequently used text may be stored for every text input and text box for any form in the program. By storing frequently used text in **banks**, users can avoid needing to rewrite common content for each document and can store powerful templates for fields that require long entry.

Text may be stored in banks at both the user and district level.

- **User banks** are stored at a per-user level and are accessible only to the user who stored their values.
- **District banks** are accessible to all users across the district. A value stored in a **district bank** for a field is automatically shown to all users in the district. Administrators who populate **district banks** may help their users across the district save significant time while authoring documents.

Add, use or delete user bank values

Steps *To add a user bank value:*

1. Visit the document you wish to store text for.
2. Click in the field you wish to store text for.
3. Click **edit bank** in the bottom of the dropdown.
4. Click **add** to add a new value.
5. Enter your value, then click **done**.
6. You will see your new bank value as an option to select in the bank menu.

Steps *To use a user bank value:*

Simply click it in the bank dropdown menu. The bank value will be inserted into the destination field.

- For one-line text inputs, the field value will be replaced.

- For text boxes, the bank value will be added wherever your cursor is placed in the field.

Steps *To delete a bank item:*

Click the "X" at the top right of the item. NOTE: Users cannot delete, change or remove district bank values.

Name/gender pronoun substitution

Banks support name and gender pronoun substitution. For example, in Jane Smith's document, if you had stored **[name] will tie his shoes** as a bank value, the text will be converted to **Jane will tie her shoes**. Write all bank values as if for male students to get correct gender substitution semantics (as in the example **[Name]** changed to **Jane** and **his shoes** changed to **her shoes**).

Pronouns are substituted based on pronoun and gender information filled out in a student's **Details** tab.

If you do not want a pronoun to automatically substitute, you may use brackets.

For example, in Jane Smith's document, the sentence **He enjoys Mr. Johnson's class. [His] class is the best** will convert to **She enjoys Mr. Johnson's class. His class is the best**. The pronoun without brackets will be substituted based on the student, but the pronoun with brackets will not be substituted and will remain as written.

Topics

Bank values can be stored by **topic**. To add a value to a topic, click the **advanced** button while editing the bank value. Add the topic. The bank value will now be grouped with any other bank values with the same topic. An example topic might be math sense or language comprehension.

Keywords

Bank values can be stored with a **keyword**. Providing a keyword for a bank value is especially helpful when a bank value is very long. A good example is when banks are used to store evaluation templates that include large tables. If a bank value is given a **keyword**,

the keyword will appear in the bank menu itself rather than the first few lines of the template. This can help you identify the bank value you are looking for more quickly.

To add a keyword to a bank value, click the **advanced** button while editing the bank value. Add the keyword. When you go to use this bank value, you will see the keyword rather than full sentences in the dropdown.