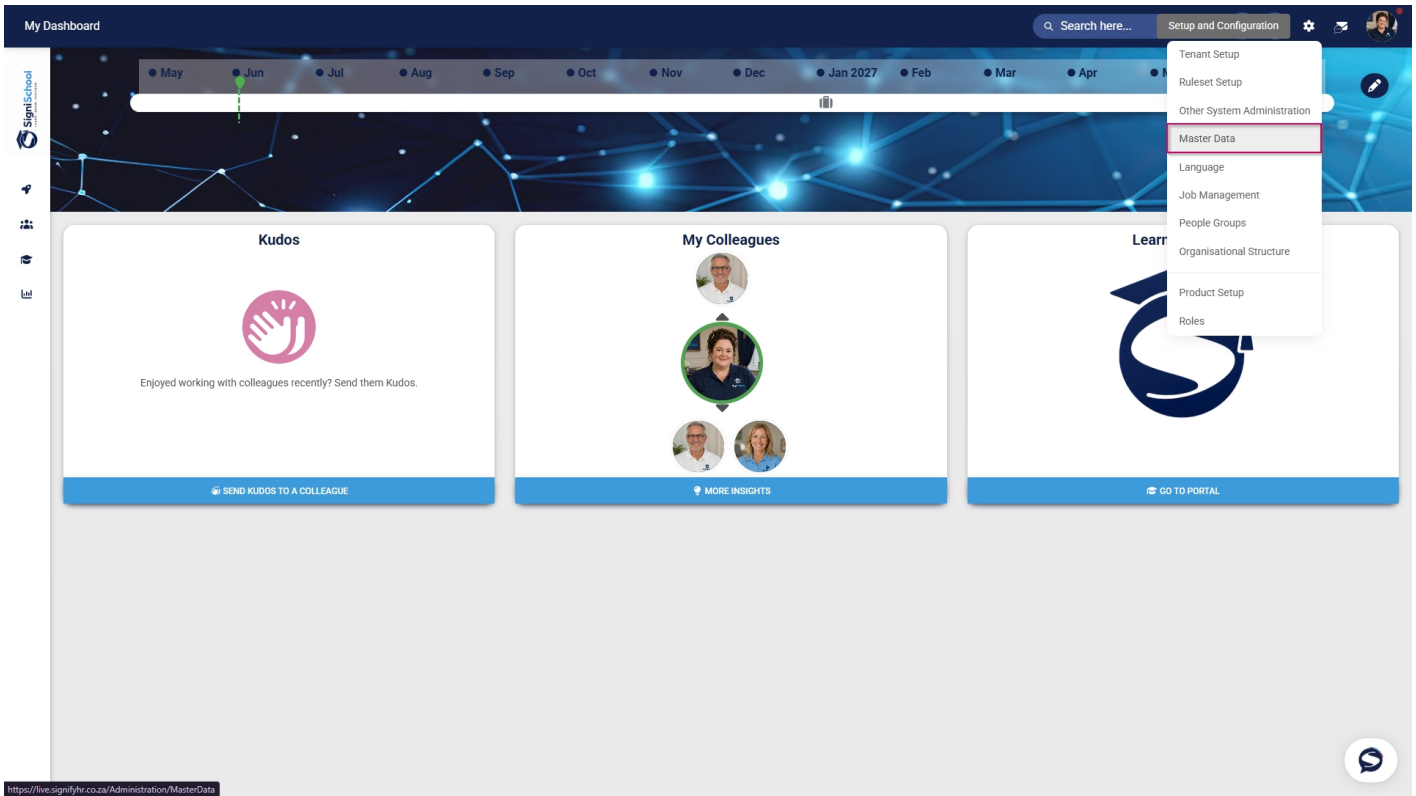


Configure Comment Categories

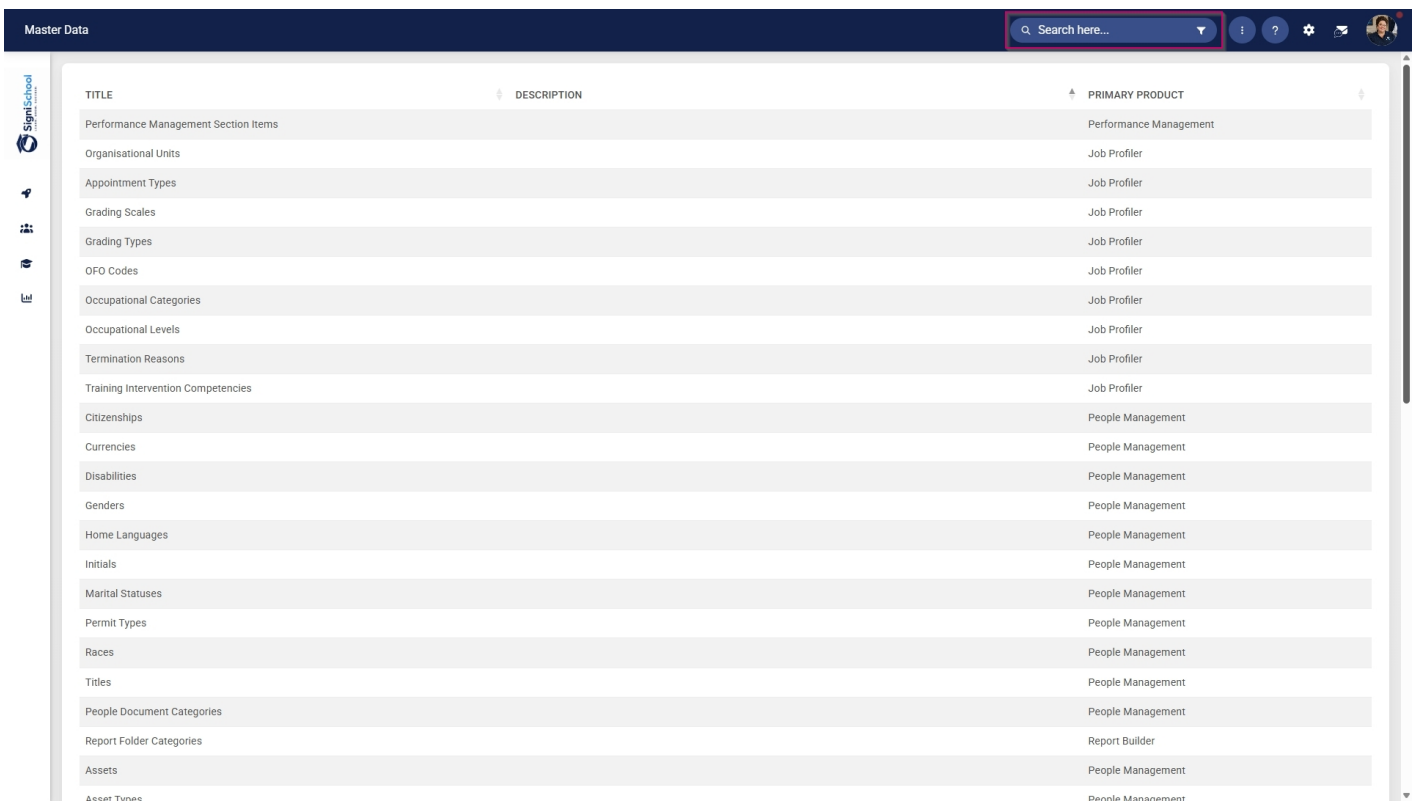
- Click the **gear icon** to access the **Setup and Configuration** menu.

The screenshot displays the SigmisSchool dashboard. At the top, there is a dark blue header with 'My Dashboard' on the left, a search bar, and a 'Setup and Configuration' button with a gear icon. Below the header is a navigation bar with months from May to May. The main content area is divided into three columns: 'Kudos' with a hand icon and a 'SEND KUDOS TO A COLLEAGUE' button; 'My Colleagues' with three profile pictures and a 'MORE INSIGHTS' button; and 'Learning Portal' with a graduation cap icon and a 'GO TO PORTAL' button. A vertical sidebar on the left contains various icons, and a chat bubble icon is in the bottom right corner.

- Click **Master Data**.



- The **Master Data Library** lists the categories for which administrators can create master data. Use the **search bar** at the top of the screen to filter the search results by **Learning Management**.



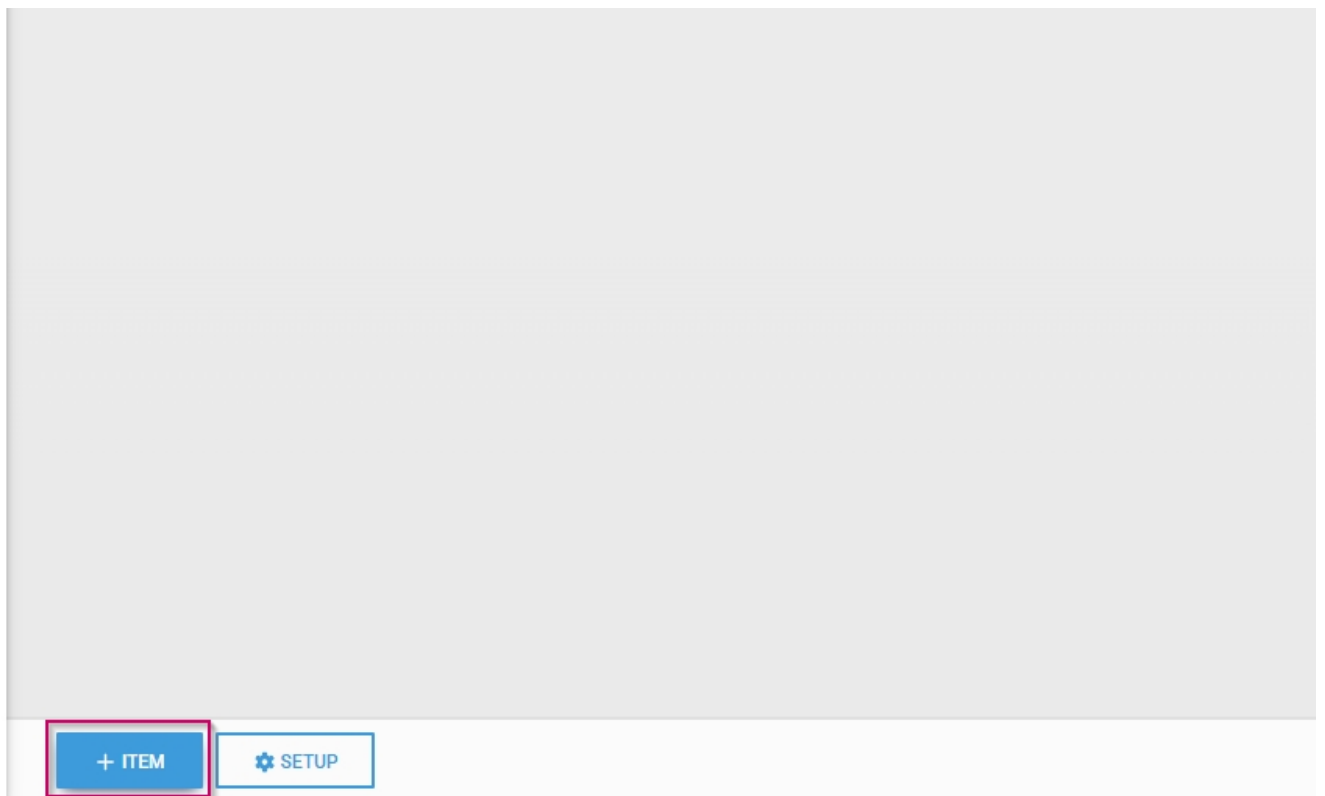
- Click on the **Comment Categories** category to continue.

Master Data

learning management

| TITLE | DESCRIPTION | PRIMARY PRODUCT |
|--------------------|-------------|---------------------|
| ClassPeriods | | Learning Management |
| Comments | | Learning Management |
| Comment Categories | | Learning Management |
| Cycles | | Learning Management |
| Grades | | Learning Management |
| Years | | Learning Management |

- To add a new master data item, click on **+ITEM**.



- Click the **toggle button** to set the comment category's status to **Active**.
- Enter a name for the comment category.
- Click **SAVE** when you are finished, **SAVE ADD NEW** to add another master data item or click **CANCEL** to discard your edits.

ADD NEW COMMENT CATEGORY ITEM

Please note that you are creating/editing the stored value of master data directly, and not the translated value.

1 Active

2 Name *
Personality / Behaviour

CANCEL

SAVE ADD NEW

SAVE

3

- Click the **back arrow** to navigate back to the **Master Data Library** once you are finished.

← Master Data | Comment Categories

| ↑ ORDER | ACTIVE | NAME | SET ORDER BY |
|---------|-------------------------------------|------------------------------|--------------|
| 1 | <input checked="" type="checkbox"/> | Personality / Behaviour | |
| 2 | <input checked="" type="checkbox"/> | Academic Performance | |
| 3 | <input checked="" type="checkbox"/> | Recommendations / Conclusion | |

Revision #2

Created 2025-11-11 07:45:13 UTC by Chanan Stenden

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