# Quick Sentences for Observations

Quick Sentences are used to enter standardized comments or text strings with a single click or using some keyboard shortcuts.


Quick Sentences can be added to both the scripting area and each element in the rubric.

Within the scripting area, quick sentences can be added by expanding the tool with the « button to display all the available quick sentences.

Once open, quick sentences can be added to the location of the cursor in scripting area by double clicking or using the keyboard shortcut ALT + {letter next to quick sentence}.
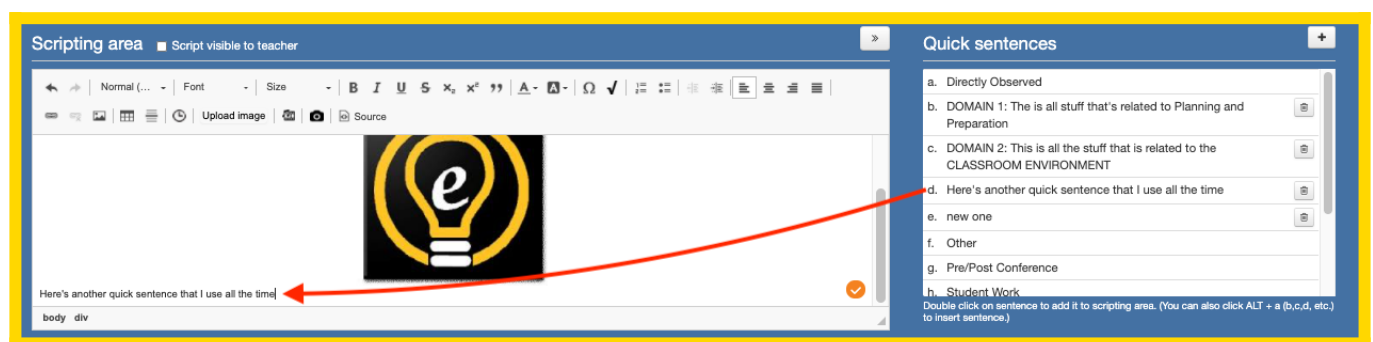
For elements within the rubric, one or many quick sentences can be added by clicking the + button for the desired rubric element and then selecting the checkbox(es) next the the desired sentence(s). The reslt will be that the quick sentences will be added to teh supporting information text box (comma separated if many).
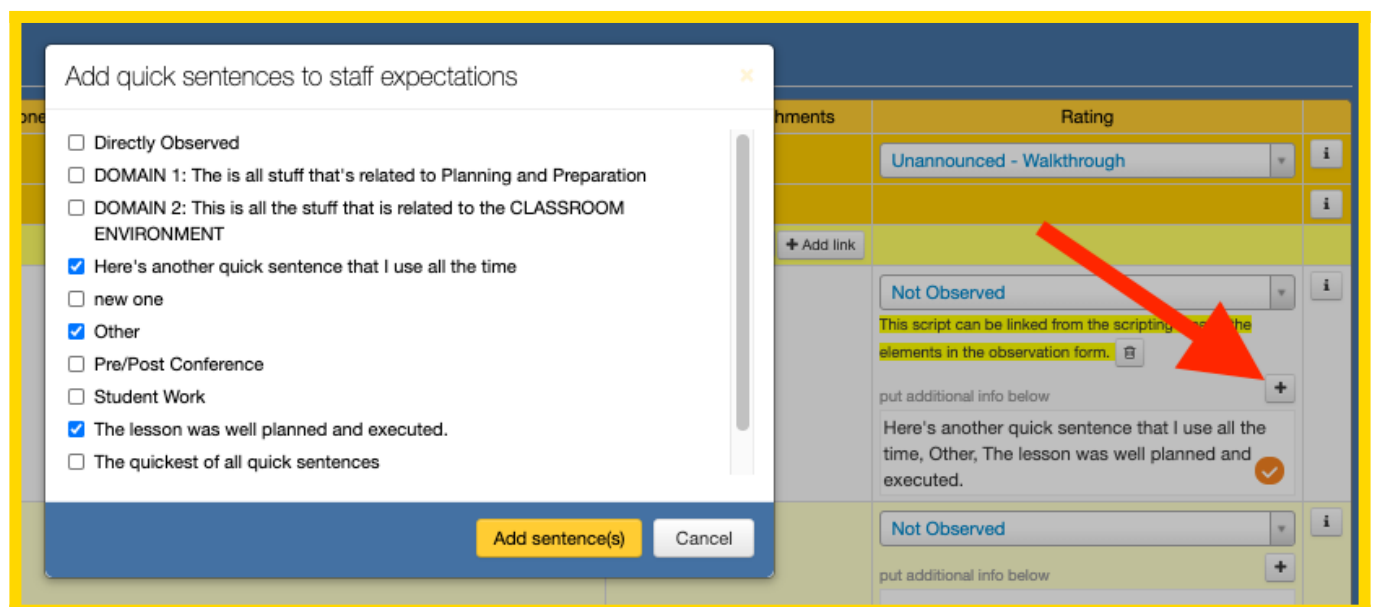
Users can also create their own quick sentences from within the observation form by clicking the + button near the location where the sentences are listed.

Once a quick sentence has been added here, they will be available in the Observe Quick Sentences tool which is located in the Settings menu on the top navigation bar within Database Setup and Staff Evaluation.

Just note that the logged in user will usually only be able to update or remove quick sentences that have been created by themselves. Other available quick sentences are items that have been created by other users and have been marked by a district admin to be available to all users. This is done

from the same screen.