

Adding Comments to Elementary Report Card

1. Click on the first student's final grade cell
2. From the **Tools** menu select **Score Inspector** (you may also right click and select **Score Inspector**)

Comments may be added to the following subjects: Homeroom, Math, Reading or Writing.

The screenshot shows the PowerTeacher Gradebook interface for Megan Hatke at Glen Acres Elementary School. The main window displays a table of students and their (Q1) Final Grades. The first student, Allington, Abigail, has a final grade of 'n/a'. A callout box points to this cell with the instruction: "1. Click on the final grade cell for the first student". Another callout box points to the Tools menu with the instruction: "2. From the Tools Menu Select Score Inspector".

Students (19)	(Q1) Final Grade
Allington, Abigail	n/a
Allington, Carley	n/a
Benavides, Catalina	n/a
Chavis, Kristina	n/a
Donahue, Megan	n/a
Espinoza, Elizabeth	n/a
Felty, Cameron	n/a
Garbay, Angela	n/a
Gomez, Rogelio	n/a
Gregory, Sydney	n/a
Hayashi, Takeshin	n/a
Hocke, Megan	n/a
Jarman, Devang	n/a
Richards, Dylan	n/a
Wiley, Brendan	n/a
Wobles, Yovanni	n/a
Cott, Brent	n/a
Silva, Erick	n/a
Wreman, Brandon	n/a

LSC



Adding Comments in from List

1. Click on the comment tab.
2. Double click on the comment to add in the comment area at the bottom of the dialog box.
3. Type custom comments in the same box, if needed.
4. To move to the next students use the arrows in the upper right corner of the Final Grade dialog box.

The screenshot shows the 'Final Grade' dialog box for student Rayna Atkinson. The 'Comment' tab is selected. A table lists student codes and their comments. A callout box points to the 'Insert Selected' button, stating 'You may separate by line breaks or spaces'. Another callout box points to the 'Comment' column, stating 'Double Click Comment to add to the list at bottom.' A third callout box points to the navigation arrows in the top right, stating 'Use arrows to move to next student.'

Code	Comment	Cat... ▲
EAR10	Attitude toward school is excellent	
EAR11	Comprehends well, but works too slowly.	
EAR12	Disobeys rules, does too much talking	
EAR13	Does not participate in class	
EAR14	Does not use his/her time wisely.	
EAR15	Doing strong work in all areas	
EAR16	Easily discouraged	
EAR17	Easily distracted	

Separate Using: Line Breaks ▼ Insert Selected

Clear Close

LS&C



Comments in PowerTeacher Gradebook

1. In the Score Inspector, click in the **Comment** area and type up to 2048 characters.
2. Double click on the comment to add in the comment area at the bottom of the dialog box.
3. To move the next students use the arrows in the upper right corner of the box.

Final Grade

Student: Kaitlin Brown-K... ▲ ▼

Reporting Term: Q1

Score Comment

Manual Override:

Percent: 87

Grade: B

Points: 1135/1300

Comment:

Use arrows to move to next student.

Add comment here

Once you have typed it – it is saved. You may move the next student or close.

Clear Close

LSC

